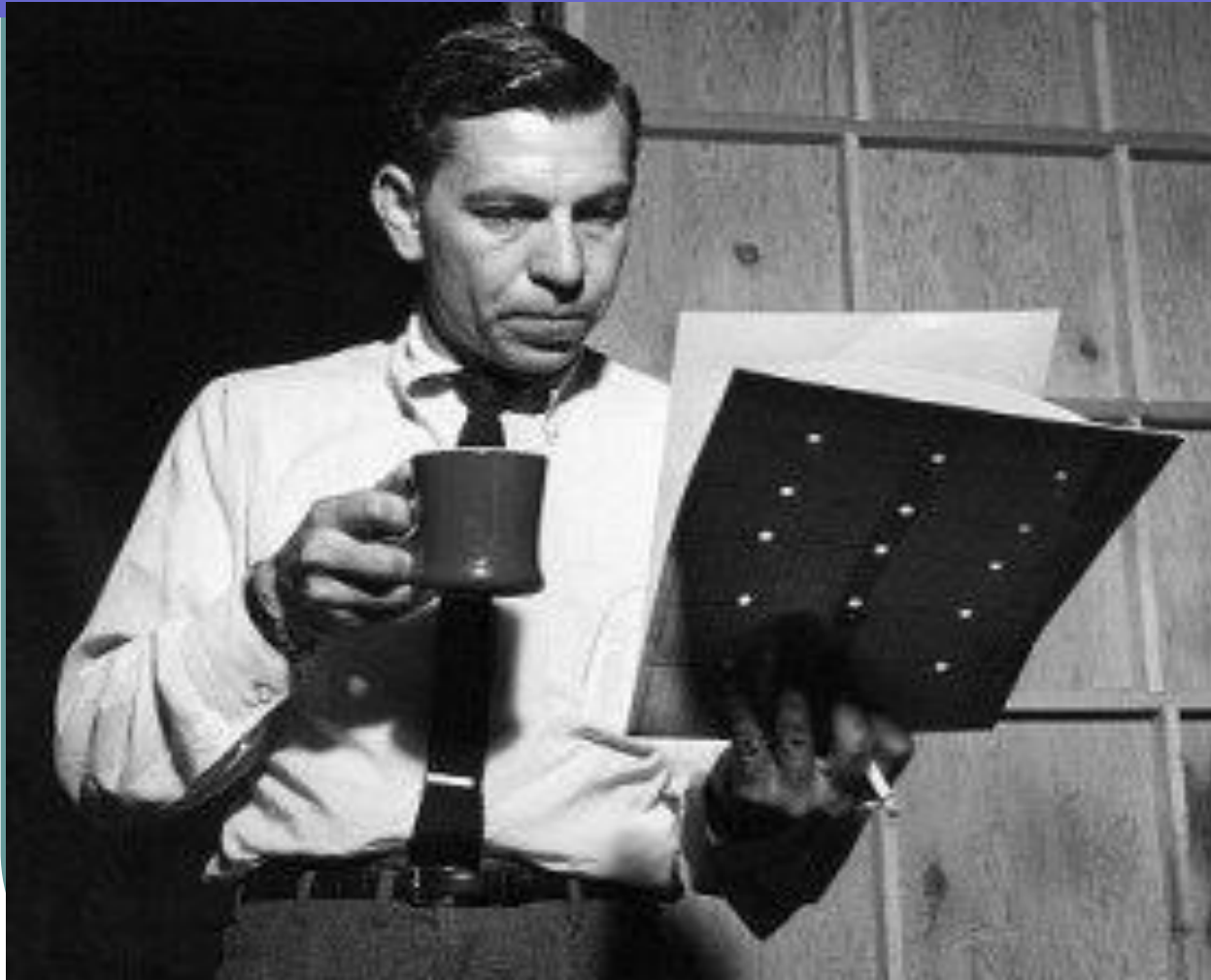


“Just the FACTS, ma’am...Just the FACTS”



Presented by:
Brad Davis, West TN
Bobby Palmer, Middle TN
Carol Newton, East TN

FACTS: the Basics

➤ FACTS—Federal Application Consolidated Tracking System

- Web-based program to initiate and track Federal and Discretionary State Grants Transactions
- School Systems use FACTS to:
 - Set-up Automatic Payroll Requests
 - Request Non-Payroll Funds
 - Report Expenditures
 - View Grant Information




FACTS: the Basics

- **Federal Grants:**
 - Title I, Title IIA, Title IID, Title III, Title VI, Title X
 - IDEA B, IDEA Preschool
 - All ARRA grants and Discretionary Grants
- **State Grants:**
 - Pre-K
 - Coordinated School Health

FACTS: Logging In

- Web Address: <https://www.k-12.state.tn.us/facts>
- Click on [Login](#) link



AGREEMENT

By logging on and using this application, the user certifies:

All approval and transfer requests have received prior approval from the local board of education


All expenditures will be maintained by line item in the records and books of account of the local education agency.

All consolidated program activity is undertaken according to all applicable No Child Left Behind statutes, rules, regulations, and guidance.

[Login](#)

FACTS: Logging In

- Enter your User ID and password
- Click Login Button

 **Login Authorization**
Tennessee Department of Education

[Help](#)

Warning: The unauthorized use of this computer system or its contents and / or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee.

User ID

Password

New Password

Verify Password

Note: If a new password and a verify password is present, then your password will be changed. If you have any problems, please contact your application manager listed on the [Help](#) page.

Please report any other webpage problems to [Ed Webmaster](#).

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Last revised:
November 10, 2008

FACTS: Logging In

- Click on the appropriate link depending on what you need to do in FACTS.
 - [Payment Request](#)--Setup Payroll and Request Funds
 - [User](#)—To report expenditures, view grant information

Available Applications

Please select one of the following security levels from the available applications below:

Logoff	Application	Logon As...	Status
Help	eReporting	District User Trustee/Treasurer/Fiscal Agent	Online
	Federal Application Consolidated Tracking System	User View Only District User	Online
	Local Payment Processing	Payment Request	Online

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

FACTS: Payment Request

Local
Payment
Processing **\$**

AGREEMENT

By logging on and using this application, the user certifies:

.

.

.

.

.

Enter LPP

Click on Enter LPP



FACTS: Payroll Request

Address <https://www.k-12.state.tn.us/lpp/pr/paymentssummary.asp> Go

Local Payment Processing West Carroll Sp Dist		Payments Summary 9/16/2009 2:30:46 PM			Payment Requester Shan DePriest	
	Remittance Advice Text	Business	Payments Requested	Total Requested	Project Number	Payment Request Type
Details	Carl Perkins - Tech. Prep	West Carroll Sp Dist 00097	1	\$1,547.00	21	Other - 4/24/08
Details	Child Nutrition State Match	West Carroll Sp Dist 00097	1	\$6,024.00		Other - 1/16/09
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	8	\$49,812.02	01	State Discretionary Payroll
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$8,780.00		State Discretionary - 1/27/09
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$7,062.08		State Discretionary - 10/30/08
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$13,217.52		State Discretionary - 10/7/08
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$1,730.76		State Discretionary - 4/9/09

- First page to display is Payments Summary.
- You can scroll down to view all payment requests your system has made.
- Click on [Federal/State Payroll](#) Link to setup recurring payroll requests.

FACTS: Payroll Request

Local Payment Processing
West Carroll Sp Dist

Federal/State Payroll
9/16/2009 2:45:49 PM

Payment Requester
Shan DePriest

Enter information...

Account & Business

-- Select Account & Business --

[Back](#)

-- Select Account & Business --

CA8 - ABX - FP 47142 NCLB, TITLE V 2008 - M - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CB0 - ABX - FP 47141 NCLB, Title I 2010 - D - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
CB8 - ABX - FP 47141 NCLB, TITLE I 2008 - D - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CB9 - ABX - FP 47141 NCLB, TITLE I 2009 - D - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
CB9 - ABX - FP 47141 NCLB, TITLE I 2009 - D - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
CD0 - ABX - FP 47189 Title II, Tng 2010 - T - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
CD8 - ABX - FP 47189 Title II, Tng 2008 - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CD9 - ABX - FP 47189 Title II, Tng 2009 - T - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
CD9 - ABX - FP 47189 Title II, Tng 2009 - T - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
CE9 - ABX - FP 47141, TITLE I, Part A 2010 ARRA - A - 7/1/08 - 2010-01 - West Carroll Sp Dist - 00097
CL0 - ABX - FP 47590 Title II - Tech - ARRA - FY10 - A - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
CY0 - ABX - FP 47590 Title II - Tech 2010 - T - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
CY8 - ABX - FP 47590 Title II - Tech 2008 - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CY8 - ACX - FP 47189 Title II D Comp. ORBIT/e4TN - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CY9 - ABX - FP 47590 Title II - Tech 2009 - T - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
CY9 - ABX - FP 47590 Title II - Tech 2009 - T - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
CZ0 - ABX - FP 47148 NCLB TITLE VI 2010 - M - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
CZ8 - ABX - FP 47148 NCLB TITLE VI 2008 - M - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
CZ9 - ABX - FP 47148 NCLB TITLE VI 2009 - M - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
CZ9 - ABX - FP 47148 NCLB TITLE VI 2009 - M - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
FE0 - BEP - 46512 BEP State Stabilization-ARRA,FY09 - A - 7/1/08 - 2009 - West Carroll Sp Dist - 00097
GA0 - ABX - FP 47147 DRUG FREE SCHOOLS 2010 - C - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
GA8 - ABX - FP 47147 DRUG FREE SCHOOLS 2008 - C - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
GA9 - ABX - FP 47147 DRUG FREE SCHOOLS 2009 - C - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
GA9 - ABX - FP 47147 DRUG FREE SCHOOLS 2009 - C - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
GE8 - AAX - A.P. Test Fee Reimbursement - FY 08 - A - 7/1/07 - 2008 - West Carroll Sp Dist - 00097

- Use the **--Select Account & Business--** dropdown to bring up a list of projects.
- Hi-lite the appropriate project.

FACTS: Payroll Request

Local Payment Processing
West Carroll Sp Dist

Federal/State Payroll
9/16/2009 3:38:13 PM

Payment Requester
Shan DePriest

Enter information...

Account & Business	CB0 - ABX - FP 47141 NCLB, Title I 2010 - D - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097	▼
Back	Next	

- After selecting the correct program and **year**, click [Next](#) to proceed.
- **For any program, always select the latest year.**



FEDERAL PROJECT, Request for Federal Funds
Estimated Scheduled Payrolls
Bi-Weekly, Semi-Monthly, and Monthly
Grant Year: 2009 - 2010
School Year: 7/1/2009 - 6/30/2010

School System: *West Carroll Sp Dist*
Federal Program: *Title I, NCLB, Part A*

PART IV - ESTIMATED SCHEDULED PAYROLLS

[View Editing Record](#)

Month	Pay Period	Due Day	Amount
JUL	1	01	
	2	16	
AUG	1	03	
	2	24	\$22,713.00 A
SEP	1	01	
	2	23	\$22,713.00 A
OCT	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47
NOV	1	02 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47
DEC	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47

Month	Pay Period	Due Day	Amount
JAN	1	01 <input type="text" value="v"/>	
	2	22 <input type="text" value="v"/>	\$21,626.47
FEB	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47
MAR	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47
APR	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$21,626.47
MAY	1	03 <input type="text" value="v"/>	
	2	21 <input type="text" value="v"/>	\$21,626.47
JUN	1	01 <input type="text" value="v"/>	
	2	23 <input type="text" value="v"/>	\$43,252.94

Month	Pay Period	Due Day	Amount
JUL	1	01 <input type="text" value="v"/>	
	2	16 <input type="text" value="v"/>	
AUG	1	02 <input type="text" value="v"/>	
	2	16 <input type="text" value="v"/>	
SEP	1	01 <input type="text" value="v"/>	
	2	16 <input type="text" value="v"/>	

TOTAL (Scheduled Payrolls, including benefits, for the above listed project, only)	\$261,690.70
---	--------------

Notes:

1. Include salary and benefits for each pay period. Use the drop down menu to select payroll date.
2. Approved payment indicated by "A" following the Amount.
3. For Bi-weekly payrolls in which three payrolls are due during the month, combine the 1st and 2nd payrolls for the month together as one.
4. Please note that payroll information should be provided by grant; for example, one (1) payroll for Title I, one (1) payroll for IDEA, Part B, one (1) payroll for Early Childhood Education, etc.

DEPT ED
ED 1866

[Back](#)

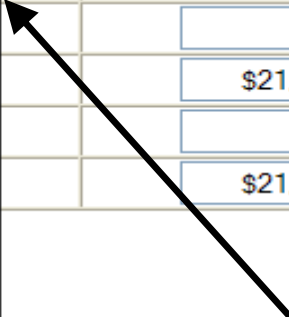
[Submit](#)

FACTS: Payroll Request

- **Setting up Payroll Requests**
 - Divide Budgeted Payroll Amounts in each project by the number of payrolls (12,24,etc.)
 - Input that amount in the corresponding box for each month. Input an amount in each pay period if you run two payrolls each month.
 - Or if you only pay once per month, enter that amount in the pay period 1 or 2 depending on whether the payroll is in the 1st 15 or last 15 days of the month.

FACTS: Payroll Request

	2	23	\$22,713.00 A
OCT	1	01 <input type="button" value="v"/>	<input type="text"/>
	2	23 <input type="button" value="v"/>	\$21,626.47
NOV	1	-- Select --	<input type="text"/>
	2	16	\$21,626.47
DEC	1	19	<input type="text"/>
	2	20	\$21,626.47
	2	21	<input type="text"/>
	2	22	\$21,626.47
	2	23	<input type="text"/>
	2	26	<input type="text"/>
	2	27	<input type="text"/>
	2	28	<input type="text"/>
	2	29	<input type="text"/>
	2	30	<input type="text"/>



- Use the Dropdown next to each pay period to select the date of your payroll.

FACTS: Payroll Request

SEP	1	01	▼	
	2	16	▼	

TOTAL	
(Scheduled Payrolls, including benefits, for the above listed project, only)	\$261,690.70

Notes:

1. Include salary and benefits for each pay period. Use the drop down menu to select payroll date.
2. Approved payment indicated by "A" following the Amount.
3. For Bi-weekly payrolls in which three payrolls are due during the month, combine the 1st and 2nd payrolls for the month together as one.
4. Please note that payroll information should be provided by grant; for example, one (1) payroll for Title I, one (1) payroll for IDEA, Part B, one (1) payroll for Early Childhood Education, etc.

DEPT ED
ED 1866

[Back](#) [Submit](#)

- When finished adding payroll amounts and dates, Click [Submit](#).

FACTS: Payroll Request

- Other Payroll Request Reminders:
 - Setup automatic payroll requests for all projects that expend payroll.
 - Review your requested payroll amounts quarterly and adjust the amounts if you are requesting too much or too little.
 - Only those payrolls without an “A” next to it can be changed. After making changes, remember to Click [Submit](#).

FACTS: Other Payment Request

Address <https://www.k-12.state.tn.us/lpp/pr/paymentssummary.asp>

Go

Local Payment Processing West Carroll Sp Dist		Payments Summary 9/16/2009 2:30:46 PM			Payment Requester Shan DePriest	
	Remittance Advice Text	Business	Payments Requested	Total Requested	Project Number	Payment Request Type
Details	Carl Perkins - Tech. Prep	West Carroll Sp Dist 00097	1	\$1,547.00	21	Other - 4/24/08
Details	Child Nutrition State Match	West Carroll Sp Dist 00097	1	\$6,024.00		Other - 1/16/09
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	8	\$49,812.02	01	State Discretionary Payroll
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$8,780.00		State Discretionary - 1/27/09
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$7,062.08		State Discretionary - 10/30/08
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$13,217.52		State Discretionary - 10/7/08
Details	Early Childhood Ed. - Lottery FY 09	West Carroll Sp Dist 00097	1	\$1,730.76		State Discretionary - 4/9/09

- To request non-payroll reimbursements, click on either [Federal Payment-Other](#) or [State Payment-Other](#) link.

FACTS: Other Payment Request

Local Payment Processing West Carroll Sp Dist	Federal Payment - Other 9/18/2009 9:39:12 AM	Payment Requester Shan DePriest
--	---	------------------------------------

Enter information...

Account & Business	-- Select Account & Business --
Request Date	-- Select Account & Business --
Back	CA8 - ABX - FP 47142 NCLB, TITLE V 2008 - M - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CB0 - ABX - FP 47141 NCLB, Title I 2010 - D - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
	CB8 - ABX - FP 47141 NCLB, TITLE I 2008 - D - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CB9 - ABX - FP 47141 NCLB, TITLE I 2009 - D - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
	CB9 - ABX - FP 47141 NCLB, TITLE I 2009 - D - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
	CD0 - ABX - FP 47189 Title II, Tng 2010 - T - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
	CD8 - ABX - FP 47189 Title II, Tng 2008 - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CD9 - ABX - FP 47189 Title II, Tng 2009 - T - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
	CD9 - ABX - FP 47189 Title II, Tng 2009 - T - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
	CE9 - ABX - FP 47141, TITLE I, Part A 2010 ARRA - A - 7/1/08 - 2010-01 - West Carroll Sp Dist - 00097
	CE9 - ACX - FP 47141, Title I, A - School Imp - ARRA - A - 7/1/08 - 2010-01 - West Carroll Sp Dist - 00097
	CL0 - ABX - FP 47590 Title II - Tech - ARRA - FY10 - A - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
	CY0 - ABX - FP 47590 Title II - Tech 2010 - T - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
	CY8 - ABX - FP 47590 Title II - Tech 2008 - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CY8 - ACX - FP 47189 Title II D Comp, ORBIT/e4TN - T - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CY9 - ABX - FP 47590 Title II - Tech 2009 - T - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
	CY9 - ABX - FP 47590 Title II - Tech 2009 - T - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
	CZ0 - ABX - FP 47148 NCLB TITLE VI 2010 - M - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097
	CZ8 - ABX - FP 47148 NCLB TITLE VI 2008 - M - 7/1/07 - 2008-21 - West Carroll Sp Dist - 00097
	CZ9 - ABX - FP 47148 NCLB TITLE VI 2009 - M - 7/1/08 - 2009-01 - West Carroll Sp Dist - 00097
	CZ9 - ABX - FP 47148 NCLB TITLE VI 2009 - M - 7/1/08 - 2009-21 - West Carroll Sp Dist - 00097
	FE0 - BEP - 46512 BEP State Stabilization-ARRA,FY09 - A - 7/1/08 - 2009 - West Carroll Sp Dist - 00097
	GA0 - ABX - FP 47147 DRUG FRFF SCHOOL S 2010 - C - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097

- Use the **--Select Account & Business--** dropdown to bring up a list of projects.
- Hi-lite the appropriate project.

FACTS: Other Payment Request

Local Payment Processing
West Carroll Sp Dist

Federal Payment - Other
9/18/2009 9:56:11 AM

Payment Requester
Shan DePriest

Enter information...

Account & Business	<input type="text" value="CB0 - ABX - FP 47141 NCLB, Title I 2010 - D - 7/1/09 - 2010-01 - West Carroll Sp Dist - 00097"/>
Request Date	9/21/09
Back	Next

- After selecting the correct program and **year**, click [Next](#) to proceed.
- **For any program, always select the latest year.**



REQUEST FOR FEDERAL FUNDS School Year: 7/1/2009 - 6/30/2010

School System: *West Carroll Sp Dist*
Federal Program: *Title I, NCLB, Part A*

Date of This Report: 9/18/2009

As required by Treasury Regulations (31 CFR Par 205), subgrantees are required to minimize the time elapsing (within 72 hours) between the transfer of funds (Request for Federal Funds) and the disbursement of funds. Although advances are not prohibited, Federal funds requested must be made as close as possible to the actual disbursements. "Excess cash" occurs when subgrantees draw more funds than are needed for the immediate cash requirements of a grant. By submitting the "Request for Federal Funds" form, the LEA is certifying compliance with Federal Regulations concerning cash management (Cash Management Improvement Act, §80.21 of the Education Department General Administration Regulations [EDGAR]).

Request Date

9/21/2009

Amount Requested

500.00

Available: \$72,832.26

For this request, please enter either a Non-Detailed Request amount or optionally, enter your request(s) using any combination of the additional listed Request Types.

Request Type	Amount	Comment	Reference Doc Nbr	Edited	Approved
Non-Detailed Request	500.00	083109 exp			
OR enter request					
Communications					
Contract for Substitute Teachers					
Contracted Services Other					
Equipment					
Evaluation and Testing					
Instructional Supplies and Materials					
Maintenance and Repair					
Other Charges					
Postal Charges					
Reimb. Exp. incurred for E.C.E. Program - Lottery					
SSMS - ARRA					
Supplies Other					
Textbooks					
Travel					
Total to agree with Amount Requested	\$500.00				

When Finished,
Click **Submit**.

The requested amount has been expended or obligated and does not exceed the approved budget.

Requester	Request Date	Phone

[Back](#)

[Submit](#)

Enter \$\$ in Amount Requested and Amount in Non-Detailed Request. Do Record a comment such as date or specific expenditure.

FACTS: Cash Management

- As required by Treasury Regulations (31 CFR Par 205), subgrantees are required to minimize the time elapsing (within 72 hours) between the transfer of funds (Request for Federal Funds) and the disbursement of funds.
- How do you comply with this regulation and still have a positive cash balance that will allow your trustee to honor checks written from Federal Funds?
 - Ideally, group invoices by project, make a request for that batch, then pay those invoices (within 3 days) once the funds have deposited into the bank.
 - Edison's timing in paying non-payroll requests should soon improve dramatically (within 5 days of request.)

FACTS: Cash Management Do's and Don't's

- Do:
 - 1) Request funds as often as you need to write vendor checks.
 - 2) Communicate often with your Trustee and use Edison to determine what funds you have received.
- Don't:
 - 1) Request funds in even lump sums.
 - 2) Request more funds than needed to pay vendors and employees.
 - 3) Request funds in advance.
 - 4) Wait to request funds weeks or months after they have been disbursed.

FACTS: Expenditure Reporting

- TNDOE encourages monthly reporting of expenditures—required at least quarterly.
- Deadline for reporting quarterly expenditures is 45 days following quarter end—However, the sooner they are reported the better.

FACTS: Expenditure Reporting

- Reporting the correct amount:
 - Get expenditure amount from financial reports following the close of a month or quarter.
 - Local Government users: get amounts from either the Summary Financial Statement or Statement of Expenditures and Encumbrances.
 - 3rd Column has YTD total.
 - Last Column has the amount for the current month only.
 - You could:
 - Run three separate monthly reports; i.e., April, May, and June, and add the last column's total expenditures to determine your quarterly amount.
 - Take the current YTD amount and subtract from the previous quarter's YTD amount to determine the expenditures for the current quarter.
 - Report your expenditures every month and use the amount from the last column.
 - Be careful not to report expenditures twice and make sure you are reporting within the correct grant.

FACTS: Expenditure Reporting

Available Applications

Please select one of the following security levels from the available applications below:

Logoff	Application	Logon As...	Status
Help	eReporting	District User Trustee/Treasurer/Fiscal Agent	Online
	Federal Application Consolidated Tracking System	User View Only District User	Online
	Local Payment Processing	Payment Request	Online

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

- Click on [User](#) link to report expenditures and view grant information.
- You would have to logout of Local Payment Processing to access the User portal.

FACTS: Expenditure Reporting



AGREEMENT

By logging on and using this application, the user certifies:

All approval and transfer requests have received prior approval from the local board of education

All expenditures will be maintained by line item in the records and books of account of the local education agency.

All consolidated program activity is undertaken according to all applicable No Child Left Behind statutes, rules, regulations, and guidance.

[Enter FACTS-FIN](#)

- Click on [Enter FACTS-FIN](#).

FACTS: Expenditure Reporting



Select Grant Year:

Select District:

Select Program/Subgrant:

Select Action:

Select Report:


Expenditure Reporting: [Quarterly Expenditure Reporting](#)

Uploads and Downloads: [Create Download File](#)
[Upload Template File](#)

[Logout](#)

If you have any questions regarding FACTS, contact:
Spencer Yonce, Local Disbursements: Spencer.Yonce@tn.gov

- To report expenditures: Click on [Quarterly Expenditure Reporting](#).

Reported For
 Quarter Ending: 

Program	Expenditures Reported This Quarter	Additional Quarter Expenditure	Revised Quarter Expenditure	Grant YTD Expenditures
Carl Perkins, Car	\$13,152.01	<input type="text"/>	\$13,152.01	\$25,068.11
IDEA, Part B, Ind Disabilities Education Act, Ages 3-21 2009	\$98,822.95	<input type="text" value="\$12,567.89"/>	\$111,390.84	\$192,833.27
IDEA, Part B, Individuals With Disabilities Education Act, Ages 3-21 2008				\$213,370.00
IDEA, Preschool, Individuals With Disabilities Education Act, Ages 3-5 2009	\$8,994.00	<input type="text"/>	\$8,994.00	\$8,994.00

- Use **Quarter Ending Dropdown** to select the appropriate quarter.
- Enter Expenditure amount next to the applicable program in **Additional Quarter Expenditure** column.
- Tab after entering the Additional Quarter Expenditure. **Revised Quarter Expenditure** will update to include the amount just entered.
- If you report expenditures prior to quarter end, the entry will post using the current date.
- If you report expenditures after the quarter end, the entry will post using the quarter end date.

FACTS: Expenditure Reporting

[FACTS Home](#)

Expenditure Reporting
Federal Fiscal Year 2005 & After
West Carroll Sp Dist
9/18/2009 3:36:56 PM

Reported For
Quarter Ending:

Program	Expenditures Reported This Quarter	Additional Quarter Expenditure	Revised Quarter Expenditure	Grant YTD Expenditures
<u>Carl Perkins, Carl Perkins 2009</u>	\$13,152.01	<input type="text"/>	\$13,152.01	\$25,068.11
<u>IDEA, Part B, Individuals With Disabilities Education Act, Ages 3-21 2009</u>	\$98,822.95	<input type="text"/>	\$98,822.95	\$192,833.27

- To Navigate back to main screen, click **FACTS Home**.

FACTS: Viewing Grant Info.



Select Grant Year: 2009

Select District: West Carroll Sp Dist

Select Program/Subgrant: Title I, Part A - Improving Academic Achievement

Select Action: --Select One--

Select Report: --Select One--

Expenditure Reporting: --Select One--

Uploads and Downloads:

- Grant Status By School Year
- Grant Status Report
- Grant Status Report - Transfer Stream
- Grant Transaction Report**
- Transfer Transaction Status
- Payments Info

[Logout](#)

If you have any questions regarding FACTS, contact:
Spencer Yonce, Local Disbursements: Spencer.Yonce@tn.gov

- Go to Select Report dropdown—select **Grant Transaction Report**.

District: West Carroll Sp Dist	Program: I A - Improving	Grant Year: 2009	Section: --All--	Project Number: Current Year
-----------------------------------	-----------------------------	---------------------	---------------------	---------------------------------

[Home](#)

[Printable Version](#)

Grant Transaction Report

District: West Carroll Sp Dist
 Program: Title I, Part A
 Section: All
 Project Number: Current Year
 Grant Year: FY: 2009 / SY:2008 - 2009
 Report Date: 9/22/2009 11:46:43 AM

Program: Title I, Part A - Improving Academic Achievement

Amt of Grant Award

Type	Recorded Date	Transaction	Amount	Memo	Cumulative Total
Grant Award	7/1/2008	Grant Award	\$334,437.00	Title IA Basic Allocation	\$334,437.00

Project Approval Amount

Type	Recorded Date	Transaction	Amount	Memo	Cumulative Total
Project Approval	7/1/2008	Project First Year Approval	\$334,437.00	Title IA Basic Allocation	\$334,437.00

Listing of Expenditures Reported

Type	Recorded Date	Transaction	Amount	Memo	Cumulative Total
Project Expenditure	9/30/2008	Project First Year Completion/Expenditure	\$46,854.84		\$46,854.84
	9/30/2008	Project First Year Completion/Expenditure	\$46,854.84	9/30 exp. for payment on 10/06/08 03-18d31365	\$93,709.68
	9/30/2008	Void Project First Year Completion/Expenditure	(\$46,854.84)		\$46,854.84
	10/29/2008	Project First Year Completion/Expenditure Revision	\$21,172.12		\$68,026.96
	12/8/2008	Project First Year Completion/Expenditure Revision	\$21,887.90		\$89,914.86
	12/31/2008	Project First Year Completion/Expenditure Revision	\$25,212.72		\$115,127.58
	1/30/2009	Project First Year Completion/Expenditure Revision	\$21,685.09		\$136,812.67
	2/27/2009	Project First Year Completion/Expenditure Revision	\$21,575.08		\$158,387.75
	3/31/2009	Project First Year Completion/Expenditure Revision	\$21,322.28		\$179,710.03
	5/20/2009	Project First Year Completion/Expenditure Revision	\$25,165.72		\$204,875.75
	6/26/2009	Project First Year Completion/Expenditure Revision	\$23,325.86		\$228,201.61
	6/26/2009	Project First Year Completion/Expenditure Revision	\$72,583.56		\$300,785.17

9/30/2008	Project First Year Completion/Expenditure	\$46,854.84		\$46,854.84
9/30/2008	Project First Year Completion/Expenditure	\$46,854.84	9/30 exp. for payment on 10/06/08 03-18d31365	\$93,709.68
9/30/2008	Void Project First Year Completion/Expenditure	(\$46,854.84)		\$46,854.84
10/29/2008	Project First Year Completion/Expenditure Revision	\$21,172.12		\$68,026.96
12/8/2008	Project First Year Completion/Expenditure Revision	\$21,887.90		\$89,914.86
12/31/2008	Project First Year Completion/Expenditure Revision	\$25,212.72		\$115,127.58
1/30/2009	Project First Year Completion/Expenditure Revision	\$21,685.09		\$136,812.67
2/27/2009	Project First Year Completion/Expenditure Revision	\$21,575.08		\$158,387.75
3/31/2009	Project First Year Completion/Expenditure Revision	\$21,322.28		\$179,710.03
5/20/2009	Project First Year Completion/Expenditure Revision	\$25,165.72		\$204,875.75
6/26/2009	Project First Year Completion/Expenditure Revision	\$23,325.86		\$228,201.61
6/26/2009	Project First Year Completion/Expenditure Revision	\$72,583.56		\$300,785.17
6/30/2009	Project First Year Completion/Expenditure Revision	\$71.28		\$300,856.45
6/30/2009	Void Project First Year Completion/Expend Revision	(\$2,000.00)		\$298,856.45
6/30/2009	Project First Year Completion/Expenditure Revision	\$2,000.00		\$300,856.45
8/6/2009	Project First Year Completion/Expenditure Revision	\$5,503.57		\$306,360.02
8/24/2009	Project First Year Completion/Expenditure Revision	\$0.00	Accounting Office hand keyed payment under 2010 grant and did not draw from 2009 grant	\$306,360.02
9/1/2009	Project First Year Completion/Expenditure Revision	\$28,076.98		\$334,437.00

Payment Transactions

Type				
Payment				
Recorded Date	Transaction	Amount	Memo	Cumulative Total
10/6/2008	Project First Year Payment	\$47,522.39	03-18D 31365 09302008	\$47,522.39
10/30/2008	Project First Year Payment	\$20,504.57	03-23D 41912 10292008	\$68,026.96
11/21/2008	Project First Year Payment	\$22,301.92	03-24D 41980	\$90,328.88
12/22/2008	Project First Year Payment	\$22,301.92	03-30D 52622	\$112,630.80
1/22/2009	Project First Year Payment	\$21,501.92	03-38D 97504	\$134,132.72
1/26/2009	Project First Year Payment	\$2,496.78	03-40D 97863 12312008	\$136,629.50
2/2/2009	Project First Year Payment	\$183.14	03-41D 98046 013009	\$136,812.64
2/23/2009	Project First Year Payment	\$22,301.92	03-41D 98047	\$159,114.56
3/23/2009	Project First Year Payment	\$22,301.92	03-49D 98627	\$181,416.48
4/22/2009	Project First Year Payment	\$22,301.92	03-57D 99192	\$203,718.40
5/21/2009	Project First Year Payment	\$1,157.35	03-75D 250 04302009	\$204,875.75
5/22/2009	Project First Year Payment	\$22,301.92	03-69D 99811	\$227,177.67
5/29/2009	Project First Year Payment	\$1,070.22	03-77D 423 052809	\$228,247.89
6/22/2009	Project First Year Payment	\$44,603.83	03-78D 487	\$272,851.72
6/29/2009	Project First Year Payment	\$27,933.45	03-92D 965 06262009	\$300,785.17
7/8/2009	Project First Year Payment	\$71.28	03-95D 1084 exp thru 06302009	\$300,856.45
8/7/2009	Project First Year Payment	\$5,503.37	03-4D 1419 07312009	\$306,359.82
8/10/2009	Project First Year Payment	\$5,364.18	03-4D 1420 080709	\$311,724.00
8/24/2009	Project First Year Payment	\$22,713.00	03-3D 1318	\$334,437.00
8/24/2009	Project First Year Refund	(\$22,713.00)	Accounting Office hand keyed payment under 2010 grant and did not draw from 2009 grant	\$311,724.00
9/15/2009	Project First Year Payment	\$6,853.27	03-15D 2701 09142009	\$318,577.27

FACTS: Grant Information

- Does FACTS reflect what is on your Local Books?
- From the Grant Transaction Report:
FACTS Cumulative Payments - Cumulative Expenditures = Reserve + Revenues – Expenditures (Trial Balance)
- To perform this reconciliation:
 - 1) report all expenditures in FACTS
 - 2) determine a common ending date for payments and expenditures in FACTS that matches the Trial Balance you have run; i.e., 9/30/09.
 - 3) reconcile the fiscal ytd revenue in FACTS to your local books
 - 4) if the above calculation does not equal, then contact your Fiscal Consultant

Questions?

