GAINS Training and System Navigation

State Grants to Libraries Fund Requests

Users will learn about the Fund Requests Sections and how to create and submit a request for funds in GAINS. This training is applicable to users in the LEA Fiscal Update role, who initiate and populate the fund requests, and LEA Fiscal Representative role, who approve and submit fund requests for grants.

Note: In order to submit for fund requests, individuals must have the role of LEA Fiscal Representative role or LEA Fiscal Update role assigned within their organization in GAINS.

1) **Locating where to submit a Fund Request**: On the Fund Requests page, accessible from the left sidebar menu on the GAINS homepage, use the Fiscal Year and All Funding Application dropdowns and find State Grants to Libraries in the list.
    a. Click on “State Grants to Libraries” to enter the **Project Summary** page
    b. Click **Create New Fund Request** found in the middle-left of the Project Summary page
    c. Click Confirm to change the status to Draft Started
2) **Navigating the Fund Request Sections:** On the Fund Requests Sections page, there are five section options:
    a. **History Log:** Tracks audit record of Fund Request status changes and any Comments associated with it.
    b. **Create Comment:** Comment field for any internal notes (such as additional user approvals) and SEA comments if the request is returned for changes.
    c. **Expenditure Detail:** Where the user will enter total year-to-date amount requested.
    d. **Request:** User must enter “Fiscal Information As Of” date in the Fiscal Summary box and may use the optional text box. All other fields are system-generated and require no action. This page provides an overview of the funding for the grant.
    e. **Related Documents:** Document upload section for uploading General Ledger, invoices, receipts, or any other documentation required for the fund request.
    f. **Assurance:** An Assurance statement that Users will need to agree to upon moving request to Draft Completed.
3) **Submitting the Fund Request**:
    a. Click into the **Expenditure Detail** section
    b. **The function code** will auto-populate to Library-Library Program. **The function code** will auto-populate to 0800-Other.
    c. Enter the total billings to date amount including the amount to be requested in the editable cell field.
        i. Important: Amount must be the state total billings to date amount (State Amount Previously Paid + State Amount of This Request = State Total Billings to Date)
        ii. Hovering over open cells will provide the user with Budgeted Amount, Previous Fund Requests, Total Funds Requested, and Amount Remaining.
    d. Use **“Save and Go To – Next Page”** to navigate to **Request** Section. Under the Fiscal Summary section, **enter Fiscal Information As Of** date. For most requests this will be “today’s date”
        i. Note: The Fiscal Information As of Date cannot be before the Initial Substantial Approved Date (listed on the Project Summary page), and reflects the date by which the expenditures occurred.

ii. **Do not enter any data into the Fund Request box at the bottom. If data is entered here, the fund request will be returned to the applicant to remove it before CDE will process the request.**
iii. The amount listed in the row "Total Amount Requested" under Fund Request should equal the specific amount requested for this fund request
iv. Use the Additional Detail box for any additional information that may help CDE in reviewing this fund request. In this box, please include the request, provide additional information about the document uploads, any differences in object codes/function codes, or any specific information to this fund request. This field is not required.

e. Use "**Save and Go To – Next Page**" to navigate to **Related Documents**. Here you will be required to upload the General Ledger for districts, or an invoice or receipt for public libraries or institutions of higher education.
f. Use "Save and Go To" to navigate back to Sections page and **check for any validation "Messages".** Resolve as needed by reading the error and clicking on "Review" to jump to the location of the errors.
g. **Change Status to Draft Completed** and check the assurance to send to LEA Fiscal Representative.
h. LEA Fiscal Representative will check the assurance and change the status **LEA Fiscal Representative Approved**
i. Once approved, the fund request will be fully submitted to CDE and there isn't anything else the user needs to do.

4) Only one fund request is able to be submitted per month. Another fund request can only be created once a payment is sent/applied and the status states "Released for Payment". It is best to combine multiple fund requests into one request each month.