Grant Lifecycle Management (GLM)

Training Guide

Version 2.1

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About This Training Guide

TRAINING GUIDE DESCRIPTION

AFIS Grant Lifecycle Management (GLM) functionality supports the tracking and management of a grant's application, award, amendment and close out. It is inherently integrated with AFIS Cost Accounting functionality. This training guide covers the AFIS GLM features for the entering and managing of a grant opportunity's application, award, amendment and close out.

The vast majority of grant lifecycle activity is initiated in eCivis, which is tightly integrated with AFIS. Updates made in eCivis trigger the automatic creation of GLM documents in AFIS via a one-way eCivis-to-AFIS interface. The GLM documents interfaced from eCivis will not require user intervention in order to complete and submit them to the Final phase. However, Grant Managers have the ability to add details and/or file attachments to grant records in AFIS as needed.

It is important to note that while eCivis is a key data entry system for capturing grant information, AFIS is the source for all grant reporting. Grant Managers will be interested to ensure that AFIS GLM records include any data and/or file attachments needed for reporting purposes.

This training guide does not address the eCivis portion of the process.

The processes described in this training guide are for reference only. Individual agencies may have additional requirements. Please contact your agency management for clarification regarding your agency's policies and procedures.

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review the basic Navigation of AFIS using Tables, Documents, Queries and Status Folders
- Review the GLM Lifecycle
- Review optional AFIS GLM reference data
- Perform AFIS GLM grant user creation
- Perform Grant Application processing
- Perform Grant Award processing
- Perform Grant Amendment processing
- Perform Grant Close Out processing
- Perform revisions (corrections) to Grant Application, Grant Award, Grant Amendment and Grant Close Out records
- Research GLM records using GLM Status Folder pages

TERMINOLOGY

Key terms and definitions used throughout this training guide are listed in Table 1.

Table 1: Terminology

Term	Description
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Copy Forward	Functionality that enables a user to copy pertinent information from a finalized existing source document into a new Document Type whose purpose is to reference or liquidate the source (copied) document. For example, a Receivable document (RE) could be copied forward to Cash Receipt document (CR).
Document Catalog	Serves as a repository for all document forms created in AFIS, and the central location in the system where all documents can be queried and processed by selected actions.
Document Codes	Forms used to enter and record financial transactions and activities in AFIS.
Document Phase	A point in time within the document processing lifecycle. Common phases are Draft, Pending, and Final.
eCivis	The system used as the data entry point for grant research and maintenance, interfacing to the AFIS Grant Lifecycle Management module to create Grant Application, Award, and Amendment documents.
Federal Award Identification Number (FAIN)	An optional 11-digit alphanumeric field relating to Grant Award and grant amendment records. The FAIN code is used to identify new Federal grants and cooperative agreements that are subject to executive compensation and sub-award reporting. The FAIN differentiates awards that are subject to executive compensation and sub-award reporting from other awards or obligating actions that provide additional funding under continuing awards funded in prior fiscal years.
Funding Instrument Type	Identifies whether the potential award will take the form of a Grant, Cooperative Agreement, Procurement Contract, or other funding source. The field displays as a series of checkboxes: Cooperative Agreement, Grant, Procurement Contract, and Other. Multiple Funding Instrument Types can be selected on a Grant Opportunity and Application record, but the system will error if more than one value/checkbox is selected for a Grant Award and Amendment record. The Funding Instrument Type field will be required.
Grant Application Status Folder	One of multiple AFIS GLM Status folders contains records of Grant Applications made outside of AFIS for specific grant opportunity.
Grant Award Status Folder	One of multiple AFIS GLM Status folders contains records of Grant Awards received by a State Agency referenced to a grant opportunity record.
Grant Amendment Status Folder	One of multiple AFIS GLM Status folders contains records of changes made by the grantor for a Grant Award already received by a State Agency.

Term	Description
Grant Close-Out/Audit Status Folder	One of multiple AFIS GLM Status folders contains records of Grant Awards which have been fully completed and have been closed to prevent further processing of transactions related to that Grant Award.
Grantor Division Name	This optional text field is used to define the name of the division which manages the grant as part of a grant opportunity, Grant Application or Grant Award record.
Grant ID (GRANTID)	A key field that establishes a link between the eCivis record and the AFIS Grant Application record.
Grant Opportunity Status Folder	One of multiple AFIS GLM Status folders contains records of grant opportunities which have been identified as relevant to one or more State Agency.
Grant User	Any individual (and their contact information) internal or external to the State that will be receiving notifications/alerts from AFIS GLM.
Grant User Group Template	A collection of Grant Users which can be used within AFIS Grant Lifecycle Management.
Grid	A list of records displayed in a table format. Up to 10 records are typically displayed at one time.
Inferred Values	Values that are automatically populated based on previous entries in the system.
Jump to	Used to navigate directly to a specified page within AFIS.
Page Search	Used to find and navigate to any page in AFIS.
Primary Navigation Panel	A menu at the top of the screen that allows quick navigation to specific pages via Jump to, Home and Help buttons.
Query Page	Pages that display summary and detailed information from successfully processed documents, for viewing only (not for modification).
Reference Tables	Pages that control how the application functions and provide valid values (codes) for data entry. Some of these pages are updated by batch or document processing while others can be updated by users who have appropriate security authorization. Grant Lifecycle Management (GLM) reference tables provide pre-determined values within certain fields on GLM documents and GLM Status Folders.
Secondary Navigation Panel	A menu that changes depending on what type of page the user is on. The Home Page includes standard options and access to History and Favorites. Multi-page tables include menus to navigate through components of a table. Documents include menus to navigate through components and features of a document.
Status	The AFIS GLM area contains 7 different statuses representing records, information and activity throughout a grant opportunity's possible lifecycle: Opportunity, Notify, Response, Application, Award, Amendment and Close-Out. Please note that the Notify and Response statuses of the lifecycle will not be used in AFIS.

Term	Description
Status Folders	Each AFIS GLM Status has a Status Folder page containing the specific GLM record relevant to the particular GLM Status. For example, the Grant Application Status Folder has the record of the details for an actual application submitted for a specific Grant Opportunity (compared to the Grant Application document which is the page through which the Grant Application record is entered).
Treasury Accounting Symbol (TAS)	An optional 2-digit number followed by a dash and then a 4-digit number on Grant Award and grant amendment records. The two-digit number corresponds to the Federal Agency and four-digit number corresponds to the TAS major program. The TAS is an identification code assigned by the State's Department of the Treasury, in collaboration with the Office of Management and Budget (OMB) and the owner agency, to an individual appropriation, receipt, or other fund account.
TAS Sub-Program	An optional text field used to define the TAS sub-program when used by an agency on a Grant Award and grant amendment record.
Vendor Code	The unique identifier assigned to a vendor. A vendor can also be a customer, allowing users to enter information only one time when an entity doing business with the State is both a vendor (payable) and a customer (receivable). Unique address types for payables and receivables are required in order to pay a vendor or bill a customer.
Workflow	An online approval process for documents.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this training guide.

Table 2: List of Acronyms

Acronym	Definition
AFIS	Arizona Financial Information System
CAS	Cost Accounting Setup document
CAM	Cost Accounting Modification document
COA	Chart of Accounts
DEPT	Department
eCivis	Statewide Grant Research and Funding Solution
GLM	Grant Lifecycle Management
GRNTDEF	Grant Date Definition
GRNTDET	Grant Date Definition Template Details
GRNTDTT	Grant Date Definition Template
GRNTFS	Grant Funding Sources
GRNTLB	Grant Legislative bodies
GRNTMSG	Grant Messages
GRNTSUM	Grant Lifecycle Management Summary
GRNTTMPL	Grant User Group Template

Acronym	Definition
GRNTUSER	Grant User
GTAM	Grant Amendment document
GTAMR	Grant Amendment Revision document
GTAMSF	Grant Amendment Status Folder
GTAP	Grant Application document
GTAPR	Grant Application Revision document
GTAPSF	Grant Application Status Folder
GTAW	Grant Award Document
GTAWR	Grant Award Revision document
GTCO	Grant Close-Out/Audit document
GTCOR	Grant Close-Out/Audit Revision document
GTCOSF	Grant Close-Out/Audit Status Folder
GTOP	Grant Opportunity document
GTOPR	Grant Opportunity Revision document
GTOPSF	Grant Opportunity Status Folder

1. Navigation Refresher

Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a reference table
- Review the basic access and navigation of documents using the Document Catalog
- Review the navigation tools and searching records within a query
- Review the navigation tools and searching records within a GLM Status Folder

Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. AFIS uses a Web interface to display the types of application pages used to process financial information. This lesson reviews the navigation of AFIS as it pertains to Grant Lifecycle Management (GLM) processing by looking at reference tables, documents, queries and status folder pages used throughout this Grant Lifecycle Management (GLM) training guide. Understanding how to use these four types of pages is important, because it makes it easier for you to search for a particular type of page and navigate between them. Pages are referred to in two different ways: the Page Description and the Page Code.

1.1. Navigation Review: Reference Table

Reference tables are used to store information within the system. The information in some of these reference tables can be created and modified by anyone with the required security permissions; others are system-maintained and updated by the system through document updates or offline processes. Most reference tables can be accessed through Page Search or the Jump to field at the top of the screen. This example uses the Grant User (GRNTUSER) reference table.

ACTIVITY 1.1

Navigate to the Grant User Reference Table

Scenario

You want to review the navigation features in AFIS. Use Page Search to locate the Grant User (GRNTUSER) reference table.

Setup

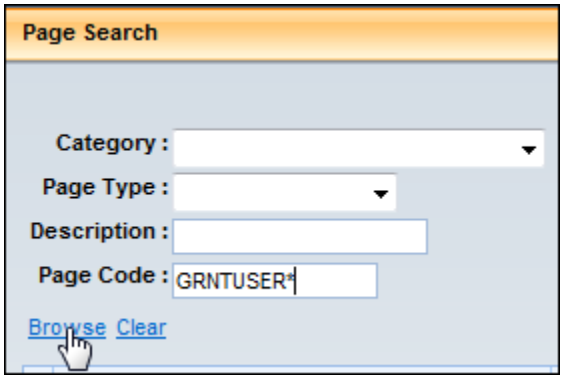
✓ User is logged in to the AFIS Home Page.

Steps

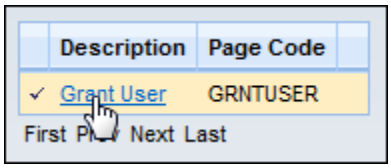
A. Navigate using Page Search.

1. In the Secondary Navigation Panel on the left, click **Search**.

2. Click **Page Search**.
3. In the **Page Code** field, type ***GRNTUSER***.
4. Click **Browse**.

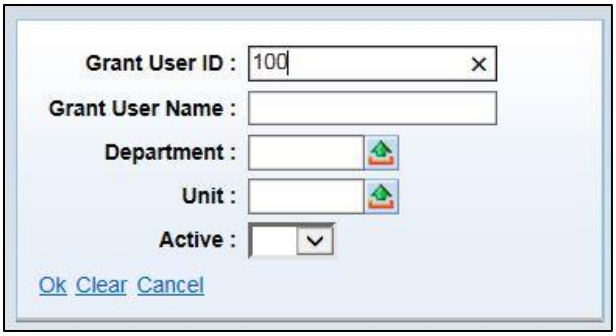


5. In the list of reference tables that appears below the search fields, click **Grant User**.



B. Navigate using the Search tool within a table.

1. In the Search popup window, in the **Grant User ID** field, enter ***100.***



2. Click **Ok**.

C. Explore the Grant User (GRNTUSER) table.

1. Observe the details within the grid.
2. Observe the details within the **General Information** component.
3. Click **Contact Information** component heading.
4. Observe the details within the **Contact Information** component.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.2. Navigation Review: Document

The information stored in some reference tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create new documents and to search for existing documents based on a variety of search criteria including document Code, Department, Unit, or ID. Documents can also be searched by User Information data using User ID (created by) and Date (created on), or by Document State data using Function, Phase or Status fields. This example uses a Grant Application (GTAP) document.

ACTIVITY 1.2

Navigate to a Grant Application Document

Scenario

You want to review the navigation features in AFIS. Use the Document Catalog to find a Grant Application (GTAP) document and navigate within its components.

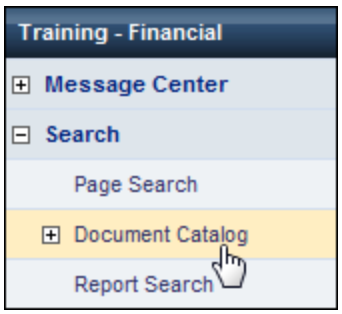
Setup

✓ User is logged in to the AFIS Home Page.

Steps

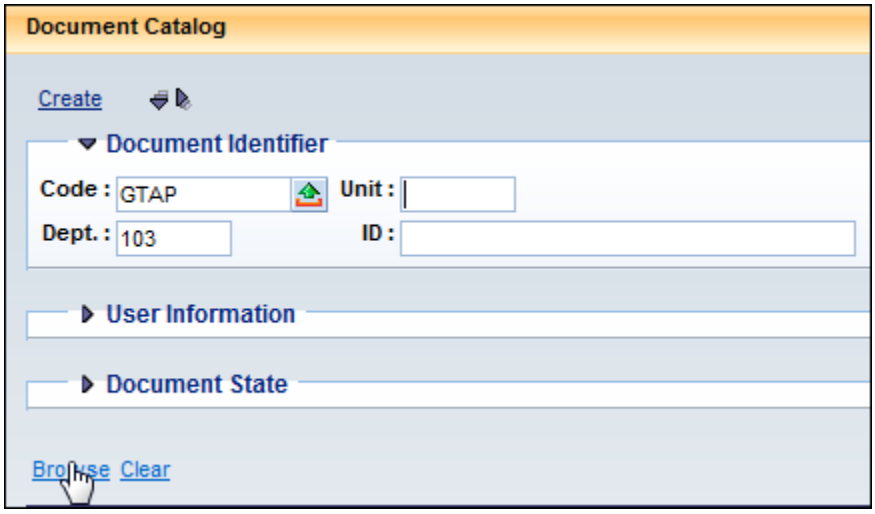
A. Navigate using the Document Catalog.

1. In the Secondary Navigation Panel on the left, click **Search**.
2. Click **Document Catalog**.



3. In the **Code** field, enter ***GTAP***.

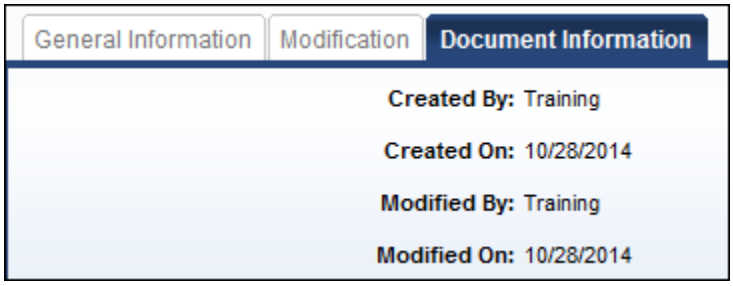
4. In the **Dept** field, enter ***the value on your student data card***.
5. Click **Browse**.



6. In the list of documents displayed within the grid, in the first row, click the **ID** link for the document.

B. Explore the Grant Application document Header component.

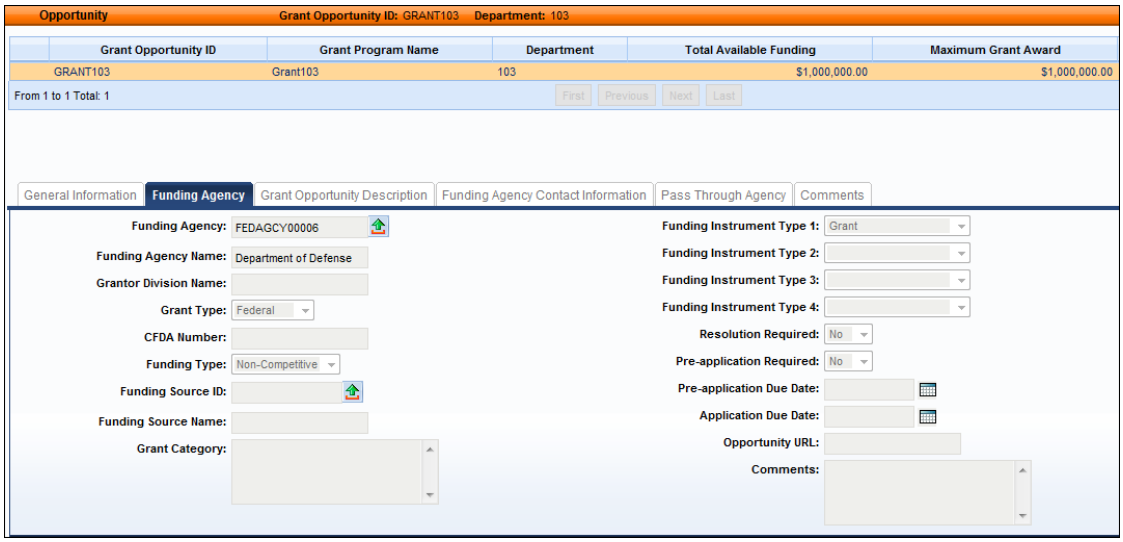
1. Observe the Document information at the top of the screen, including Document Name and ID, Dept, ID, Version, Function, and Phase, and the document menu button.
2. Observe the fields on the General Information tab.
3. Observe the information within the Document Information tab.



C. Explore the Opportunity and Grant Application components of the document. (Note: The Legislative Bodies, Reporting, and SPA tabs are not being used.)

1. Within the Document Navigator Panel, click **Opportunity**.
2. Observe the fields and information within the General Information tab.

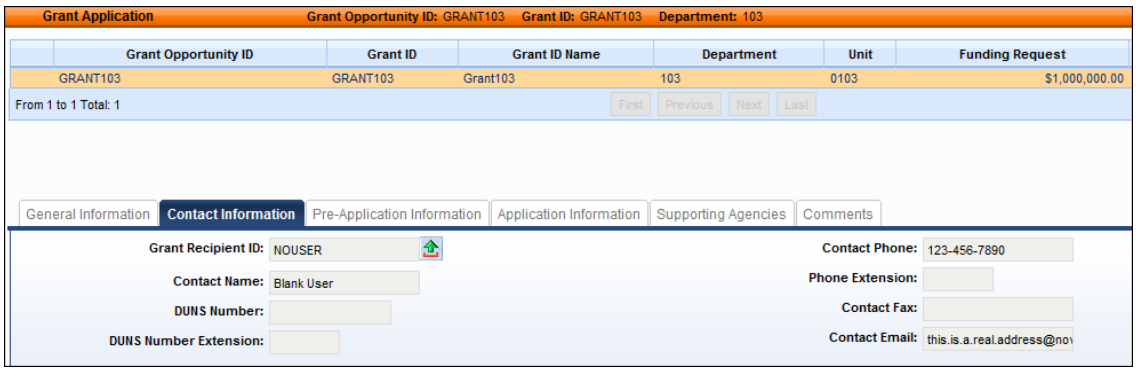
3. Observe the fields and information within the remaining tabs.



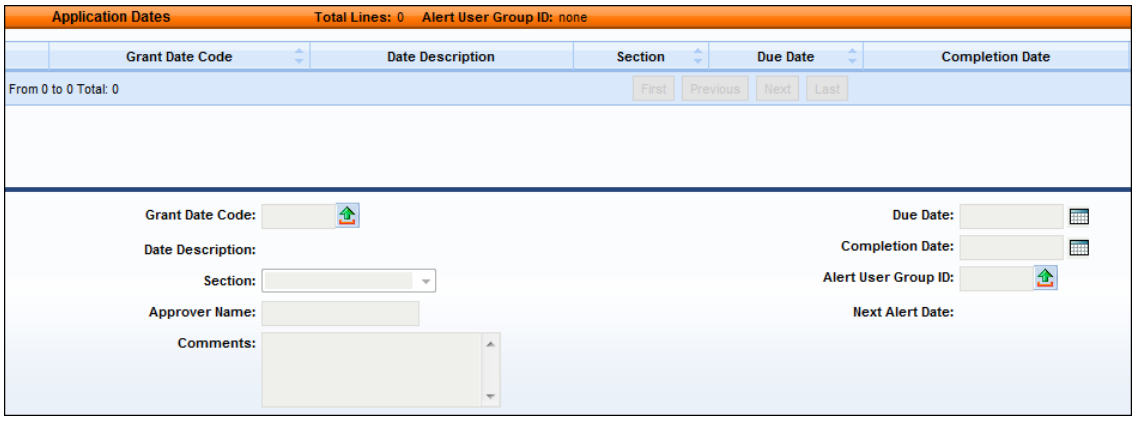
4. In the Document Navigator Panel, click **Grant Application**.

5. Observe the fields and information within the General Information tab.

6. Observe the fields and information within the remaining tabs.



7. In the Document Navigator Panel, click **Application Dates**.



D. Click **Close** to return to the Home Page.

1. When you are finished, click the **Close** button at the bottom of the document to return to the Document Catalog.
2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.3. Navigation Review: Inquiry Page

The information that documents update in tables can be looked up by performing an inquiry and certain tables are designed for this purpose. For example, summary information for the entire lifecycle of a grant from opportunity through close-out can be tracked and researched by using the Grant Lifecycle Management Summary (GRNTSUM) table. One way to quickly access the GRNTSUM table is to type GRNTSUM into the Jump to field in the Primary Navigation Panel.

ACTIVITY 1.3

Navigate to the Grant Lifecycle Management Summary page

Scenario

You want to review the navigation features in AFIS. You will use the Jump to field to navigate to the Grant Lifecycle Management Summary (GRNTSUM) query page.

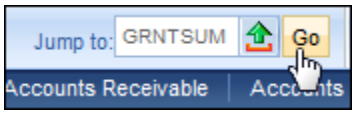
Setup

✓ User is logged in to the AFIS Home Page.

Steps

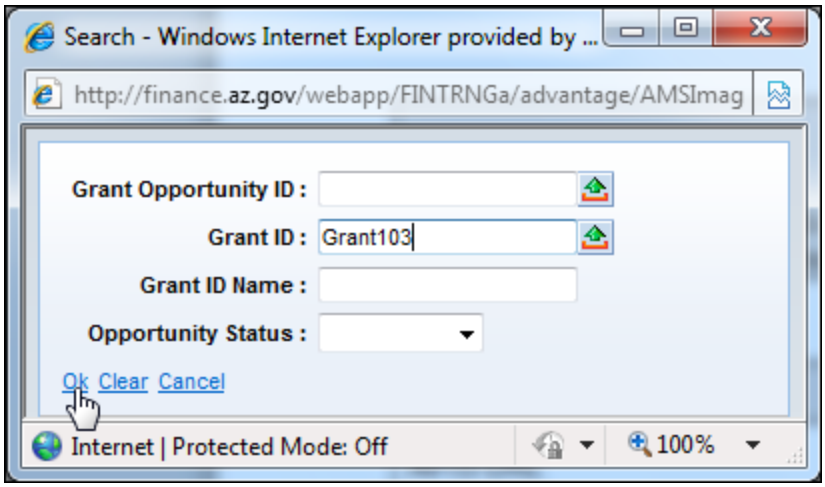
A. Navigate using the Jump to field.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***GRNTSUM***.
2. Click **Go**. The Grant Lifecycle Management Summary query page opens.



B. Locate a Grant ID using the Search window.

1. Click **Search**.
2. In the Search pop-up window, in the **Grant ID Name** field, enter ***the value from your student data card***.
3. Click **Ok**.



C. Observe the current balance information for the selected Customer.

1. Observe details in the **Opportunity Information** component, including **Total Available Funding**, **Funding Period From** and **Funding Period To** dates.
2. Click **Expand All** (down) arrow to open all of the remaining components.
3. Observe details in the **Application Information** component, including **Grant ID**, **Grant ID Name**, **Department**, **Application Status** and **Funding Request**.
4. Observe details in the **Award Information** component, including **Award Notification Date**, **Award Amount** and **Grant Award Number**.

5. Observe details in the **Close-Out/Audit Information** component, including **Grant Closed**.

Opportunity Information

Grant Opportunity ID : GRANT103
Grant Program Name : Grant103
Funding Agency : FEDAGCY00006
Opportunity Status : Entered
Total Available Funding : $1,000,000.00
Funding Period From :
Funding Period To :
Grant Opportunity Source Detail : Other

Notification/Response Information

Total Number of Notifications : 0
Notification Sent :
Apply : 0
Not Apply : 0
No Response : 0
N/A : 0

Application Information

Grant ID : GRANT103
Grant ID Name : Grant103
Department : 103
Department Name : Student 3
Unit : 0103
Unit Name : STUDENT 3
Application Status :
Pre-Application Status :
Funding Request : $1,000,000.00
Contact Name : Blank User

Award Information

Award Notification Date : 10/01/2014
Awarded Amount : $1,000,000.00
Award Acceptance Date :
Grant Award Number :
Funding Period From :
Funding Period To :

Amendment Information

Amendment Number :
Amendment Amount :
Amendment Status :
Revised Funding Period From :
Revised Funding Period To :
Amendment Approved/Denied :

Close-Out/Audit Information

Grant Closed : No

6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.4. Navigation Review: Status Folder Page

The information that documents update in tables can be looked up by performing an inquiry and certain tables are designed for this purpose. Within GLM, detailed information is provided about a grant opportunity, application, award or amendment of an award by using the applicable GLM Status Folder. Status Folders are unique to the AFIS GLM area and provide the details for each of the stages within a grant's lifecycle. One way to quickly access a status folder table, for example the Grant Award Status Folder, is from the Grant Lifecycle Management Summary page.

ACTIVITY 1.4

Navigate to the Grant Award Status Folder Page

Scenario

You want to review the navigation features in AFIS. Use the Jump to field to navigate to the Grant Lifecycle Management Summary (GRNTSUM) page, and from there to the Grant Award Status Folder (GTAWSF) inquiry page.

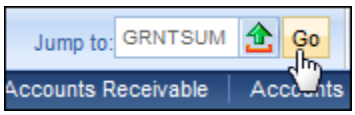
Setup

- ✓ User is logged in to the AFIS Home Page.

Steps

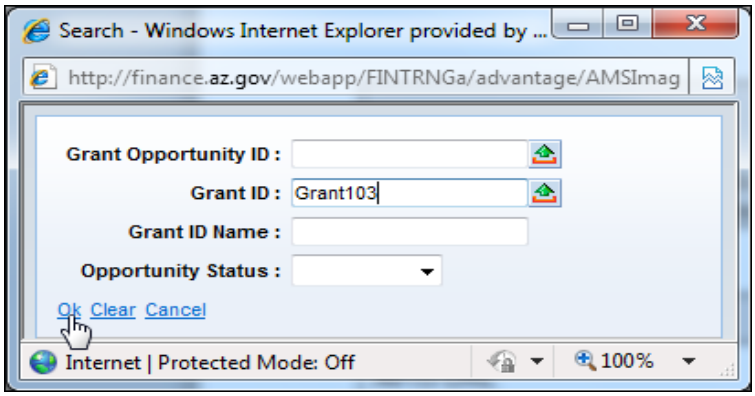
A. Navigate using the Jump to field.

1. In the Primary Navigation Panel, in the **Jump to** field, enter ***GRNTSUM***.
2. Click **Go**. The Grant Lifecycle Management Summary inquiry page opens.



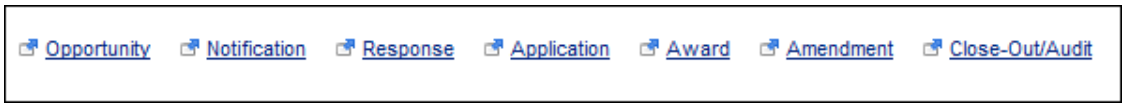
B. Locate a Grant ID using the Search window.

1. In the Search pop-up window, in the **Grant ID Name** field, enter ***the value from your student data card***.
2. Click **Ok**.

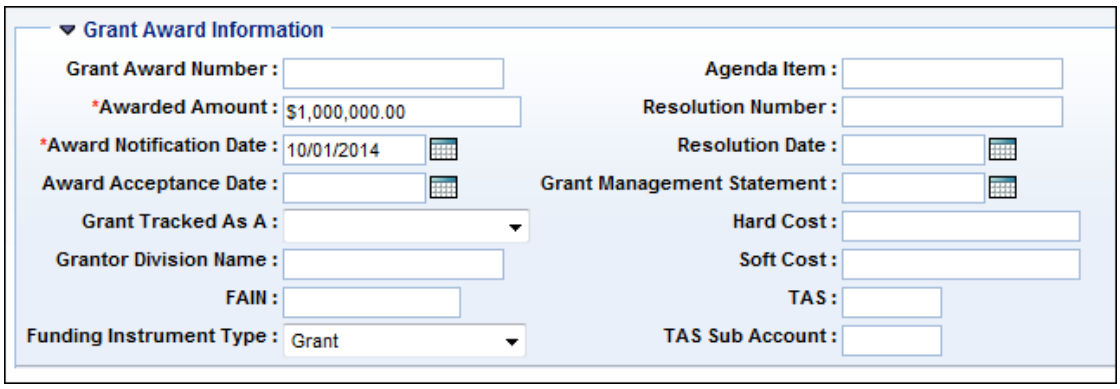


C. Observe various details for the selected Grant ID.

1. Click **Expand All** (down) arrow to open all of the components within the **Grant Lifecycle Management Summary** inquiry.
2. Observe the summary information for each stage within the grant lifecycle.
3. Observe the links at the bottom of the page to the Status Folder for each stage.

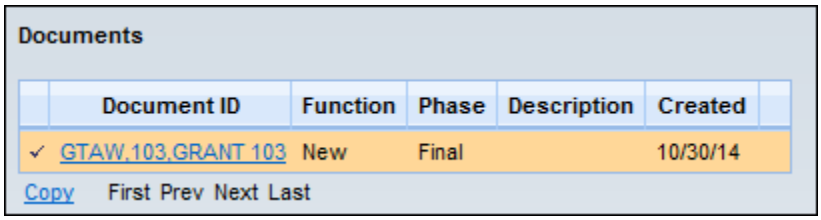


4. Click the **Award** link at the bottom of the page to navigate to navigate to the **Grant Award status folder** (GTAWSF).
5. Click **Expand All** (down) arrow to open all of the components within the **Grant Award** component.
6. Observe details in the **General Information** component, including **Grant Opportunity ID**, **Grant ID, Funding Period From** and **Funding Period To** dates.
7. Observe details in the **Grant Award Information** component, including **Grant Award Number** and **Award Amount**.



8. Click **Documents** component.

9. Observe the link to the Grant Award (GTAW) document from which this Grant Award record was generated.



Documents

	Document ID	Function	Phase	Description	Created
✓	GTAW,103,GRANT 103	New	Final		10/30/14

Copy First Prev Next Last

10. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

- Reviewed the basic access and navigation of a reference table
- Reviewed the basic access and navigation of documents using the Document Catalog
- Reviewed the navigation tools and searching records within an inquiry
- Reviewed the navigation tools and searching records within a GLM Status Folder

2. Overview of Grant Lifecycle Management

Learning Objectives

In this lesson, you will:

- Review the Grant Lifecycle Management goals and the AFIS GLM lifecycle
- Recognize the difference between GLM and Cost Accounting areas of AFIS
- Review GLM features
- Identify the various GLM Status Folders and Documents used in AFIS

Lesson Overview

The Grant Lifecycle Management (GLM) processes in AFIS enable State agencies to track and administer various activities involved with relevant grant opportunities prior to, upon, and after receiving the Grant Award. The focus of this course is the user entry of the grant details at different stages of a grant's lifecycle and searching for this information in the various GLM specialized pages within AFIS.

This lesson will provide a review of the GLM Lifecycle and clarify the difference between the GLM and Cost Accounting areas within AFIS. This lesson will also introduce at a high level some key GLM features, the relationship between GLM Status Folders and GLM documents, as well as the role of eCivis.

2.1. GLM Goals and AFIS GLM Lifecycle

GLM Goals

The Grant Lifecycle Management (GLM) area of AFIS enables State agencies to facilitate at all organizational levels the recording of the details for a grant opportunity:

- Application
- Award
- Incremental amendment tracking
- Close out

AFIS GLM Lifecycle

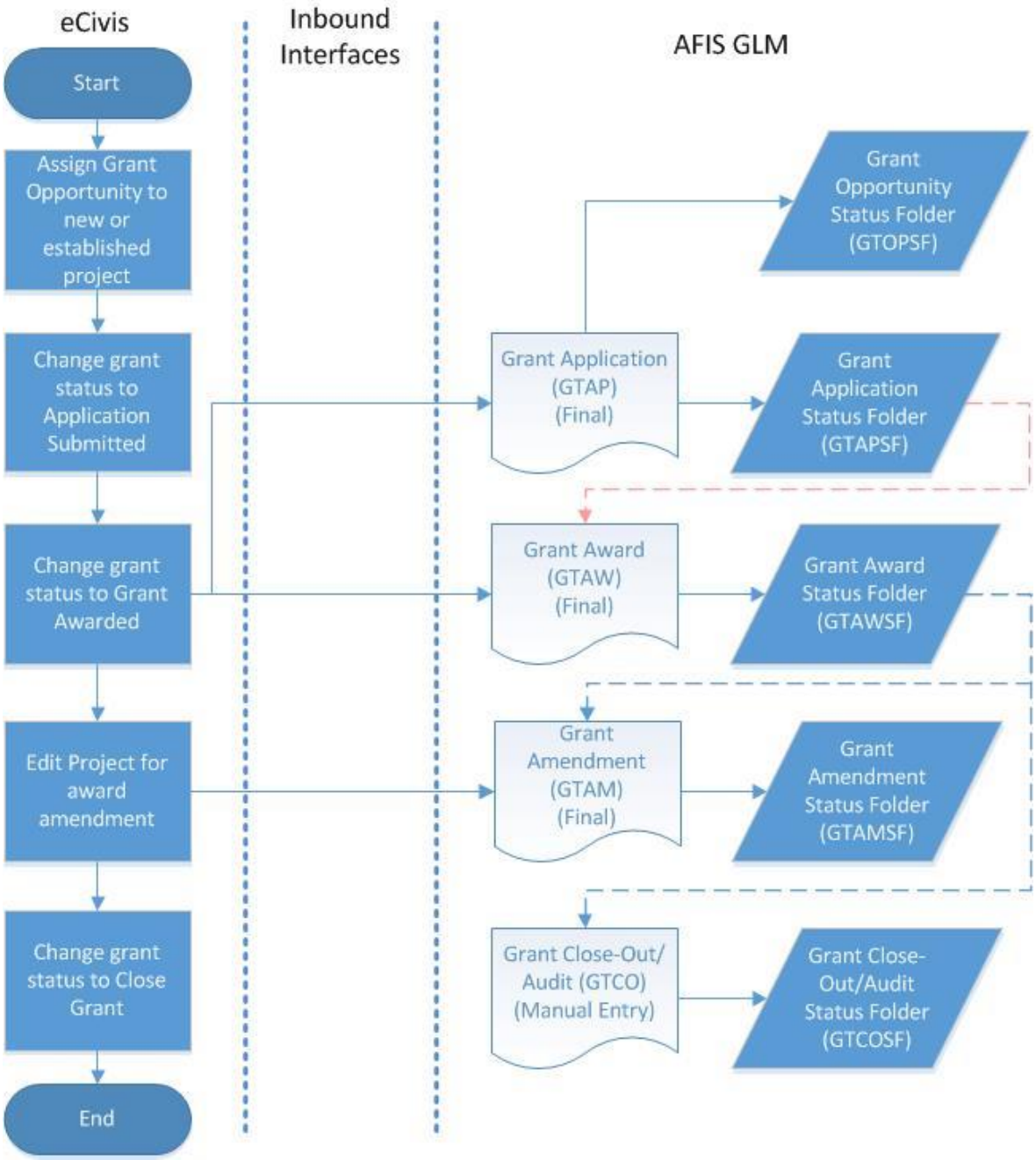
The Grant Lifecycle Management (GLM) process starts with the recording of the grant opportunity details. The GLM process ends with a Grant Award being closed in AFIS with all department activities related to the Grant Award having been completed, including the receipt of all Grant Award funds.

The different stages within the AFIS GLM lifecycle are listed below and illustrated in Figure 1.

- Grant Opportunity
- Grant Application
- Grant Award
- Grant Amendment
- Grant Close-Out/Audit

With the eCivis integration, the State will record the Grant Opportunity, Grant Application, and Grant Award in AFIS in tandem once a Grant status becomes 'Awarded' in eCivis. A Grant Award Amendment is recorded in AFIS via the eCivis integration if the grant dates or awarded amounts change in eCivis after the initial grant has been recorded in AFIS.

Figure 1: GLM Lifecycle



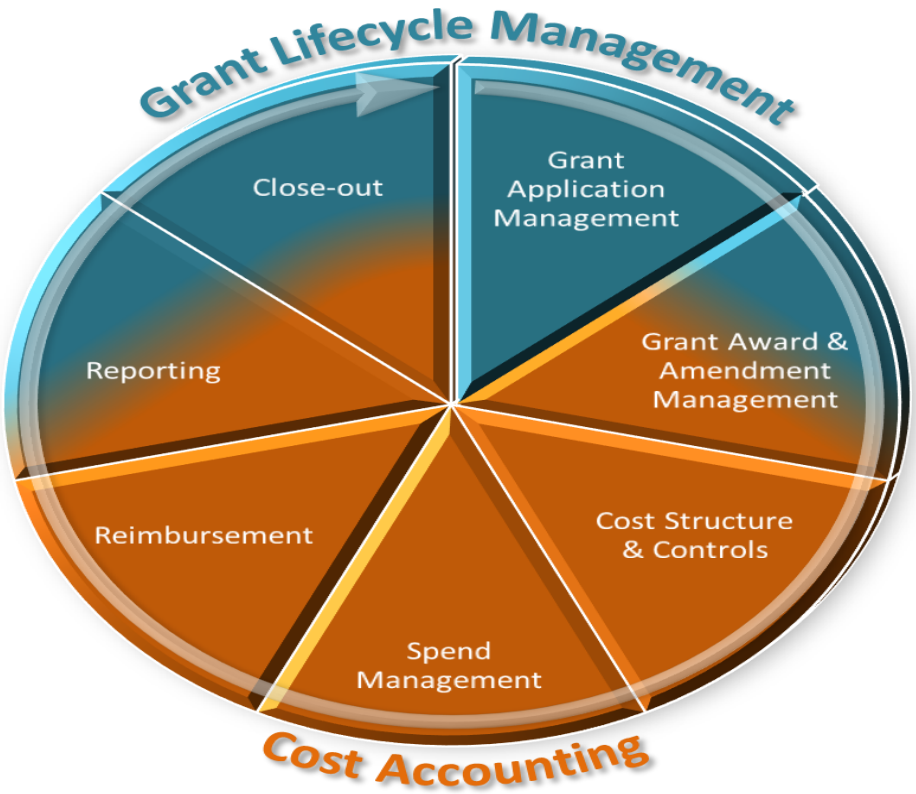
GLM Versus Cost Accounting Areas in AFIS

The Grant Lifecycle Management (GLM) area within AFIS focuses on the non-financial aspects of grant management from Grant Application through grant close-out. GLM enables State agencies to track and administer various activities involved with grant opportunities prior to receiving the Grant Award, the Grant Award itself, and amendments to the Grant Award. The GLM area of AFIS also serves as a documentation repository and supports tasks related to reporting, audit, and closing a Grant Award.

By contrast, the Cost Accounting area within AFIS focuses on the financial aspects of grant management by enabling sites to track and administer grants after the grant has been awarded, including tracking and controlling expenditures to be reimbursed by the grant provider. Figure 1 depicts how GLM and Cost Accounting are interrelated and are used together to manage grants across their entire lifecycle. The link from the cost structure created through the Cost Accounting Setup (CAS) document to the grant information setup in the GLM module is maintained through the Grant ID field. This field is established in the Grant Application (GTAP) document.

The cost structure for an awarded grant is established within the Cost Accounting area of AFIS, for the purposes of managing and tracking the financial transactions for the Grant Award. See the AFIS Cost Accounting training guide for information on setting up and maintaining a grant on the AFIS cost structure pages using the Cost Accounting Setup (CAS) and Cost Accounting Maintenance (CAM) documents, as needed.

Figure 2: AFIS GLM and Cost Accounting Business Areas



***Note**: The Grant ID data element is generated within AFIS GLM area within the Grant Application record, continuing to the Grant Award, amendment and close-out/audit record therein. It will be used to link Grant Awards recorded in GLM to those same Grant Awards recorded in in the AFIS Cost Accounting area.*

2.2. GLM Features

The AFIS GLM area provides the State with a central electronic repository of grant information for all different types of grants over any reporting period. This capability allows for the tracking of awarded grants from the Grant Application, to award, and ultimately to closeout.

Each grant is represented by the Grant ID data element. The eCivis Internal Grant ID field will interface to the Grant ID field in GLM. The Grant ID is also used within the AFIS Cost Accounting area to support a flexible and multifaceted hierarchical grant cost structure that enables users to track expenditures and reimbursements for different types of Grant Awards for various periods.

Within GLM, Grant Managers can optionally use the notification capability to notify grant users of activities (e.g., approaching grant expiration) within the grant lifecycle.

The details of grant applications, awards, and award amendments, as well as any revisions or corrections to these details, are recorded in AFIS by using AFIS GLM documents.

GLM documents created, edited, and/or submitted by grant users are subject to review and approval using AFIS workflow. GLM documents interfaced from eCivis that pass all system validations and reach the Final phase without user intervention will not be subject to approvals in AFIS.

GLM documents reaching the Final phase create and/or update grant records on GLM Status Folders within AFIS.

2.3. GLM Statuses, Status Folders, and Documents

GLM Statuses

AFIS GLM 'statuses' reflect record information and activities relevant to the different stages within the grant lifecycle. The AFIS GLM statuses can be defined as follows:

- Grant Opportunity
  - Records the details of grant opportunities relevant to State agencies.
- Grant Application
  - Records the details of Grant Applications made by State agencies to grantors for those Grant Applications which have received a Grant Award.
- Grant Award
  - Records the details of Grant Awards received by State agencies from grantors.
- Grant Amendment
  - Records amendments from the grantor to the details of Grant Awards. Amendments are not corrections of data entry errors encountered when the Grant Award record was recorded in AFIS. Rather, amendments are changes to the agreement between the State agency and the

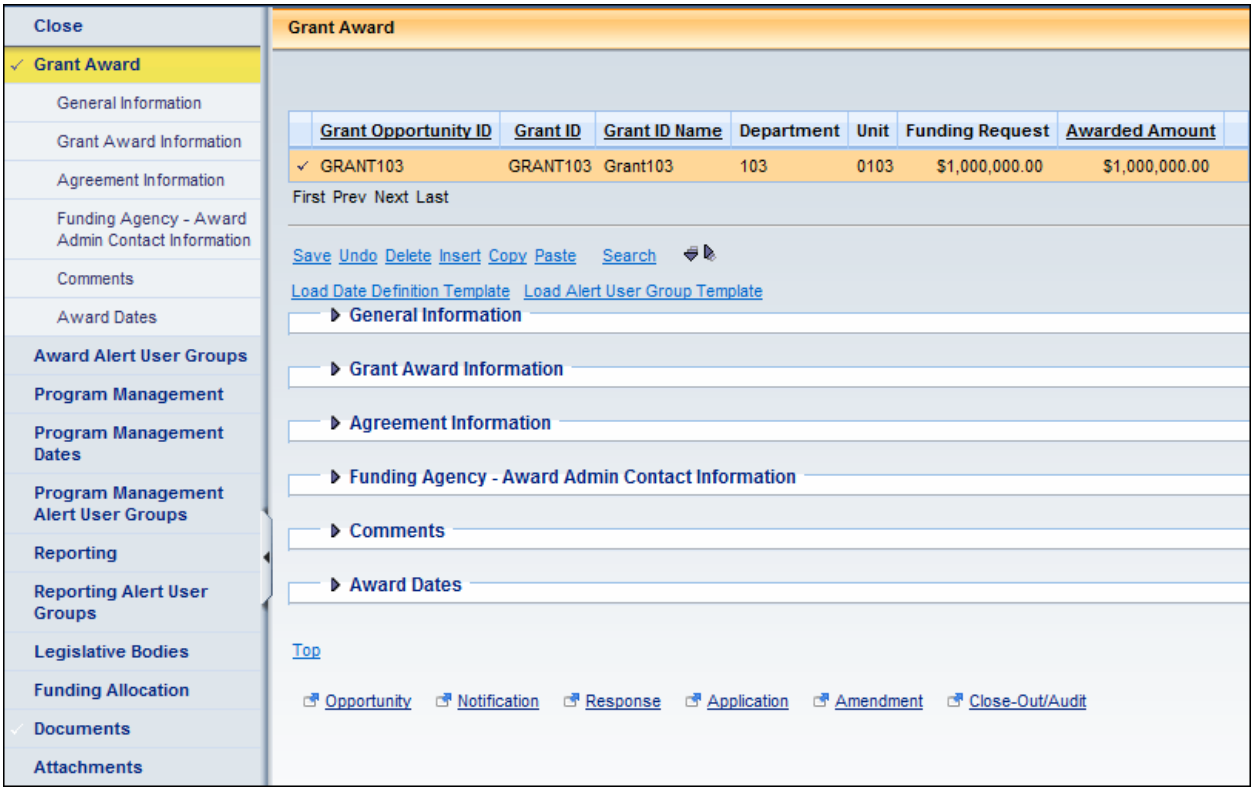
grantor, if any occur, during the life of the Grant Award such as the award amount or grant period.

- Grant Close-Out/Audit
  - Records when all State activities related to a Grant Award, including receipt of all monies due from the grantor, have been completed. Can also be used to document review or audit tasks during the life of a Grant Award.

GLM Status Folders

There is a unique status folder for each GLM status: Opportunity, Application, Award, Amendment, and Close-out/Audit. Status folders are reference tables that have the specialized capability of organizing related data over the lifecycle of the grant opportunity. Within each status folder for a specific grant opportunity there are links to the other status folders for the selected grant.

The information contained within a record in one status folder can be leveraged to generate the related record in subsequent grant stages and associated status folders.



GLM Documents

As mentioned above, GLM status folders are specialized AFIS reference tables. Records within GLM status folders are updated using GLM documents.

Unlike most AFIS documents, all GLM documents have only one version. If there are inaccuracies in a GLM document when it reaches the Final phase and posts its updates to a status folder, the GLM

document is not modified to correct the information (i.e., a modification version is not used). Instead, a 'revision' document associated with the GLM Status Folder is used to make the correction or change to the GLM status folder's record. The GLM revision document is generated quickly and auto-populated with current grant data via the standard AFIS Copy Forward feature from the source GLM status folder.

Each status folder is updated only by certain AFIS GLM documents as indicated in Table 3.

Table 3: GLM Status Folders and Documents

AFIS GLM Status Folders		AFIS GLM Documents	
Name	**Page Code**	**Document Name**	**Document Code**
Grant Opportunity	(GTOPSF)	Grant Opportunity Grant Opportunity Revision	(GTOP) (GTOPR)
Grant Application	(GTAPSF)	Grant Application Grant Application Revision	(GTAP) (GTAPR)
Grant Award	(GTAWSF)	Grant Award Grant Award Revision	(GTAW) (GTAWR)
Grant Amendment	(GTAMSF)	Grant Amendment Grant Amendment Revision	(GTAM) (GTAMR)
Grant Close-Out/Audit	(GTCOSF)	Grant Close-Out/Audit Grant Close-Out/Audit Revision	(GTCO) (GTCOR)

Notice the syntax of the status folder page codes and GLM document codes where:

- All begin with 'GT'
- Next two letters (typically) represent the GLM status (e.g. 'AP' for Application status)
- All status folders' page codes end in the letters 'SF'
- Revision documents end in the letter 'R'

All grant opportunities are initially recorded in eCivis. The grant opportunity's status is changed and additional data added throughout its lifecycle. Only when a grant has been set to Awarded in eCivis will the grant information be interfaced to AFIS GLM. The interfaced GLM transactions will include the details from eCivis pertaining to the grant opportunity and its related application and award.

The eCivis interface will generate the following AFIS GLM documents:

- Grant Application (GTAP)
- Grant Award (GTAW)
- Grant Amendment (GTAM)

All three documents are expected to automatically submit to Final phase. In cases where an interfaced document rejects due to errors with the interfaced data, the document will be manually discarded by GAO, the information corrected by the departments in eCivis, and the document recreated through the interface process.

The following three documents may be manually created by users for the reasons listed below: GTAPR, GTAWR, and GTAM

- GLM documents contain some data elements not captured within eCivis or not included in the inbound interface from eCivis that Grant Managers may want to add for tracking and reporting purposes.
- Supporting documentation in eCivis is not included in the inbound eCivis interfaces. Thus any supporting documentation (i.e., file attachments) needed within AFIS, will be added manually.
- Grant information updates and corrections not performed in eCivis may be necessary and recorded directly in AFIS.

See the Appendix for a field-to-field data mapping between eCivis and AFIS GLM.

Lesson Summary

In this lesson, you:

- Reviewed the GLM lifecycle
- Reviewed the difference between GLM and Cost Accounting areas of AFIS
- Reviewed GLM features
- Identified the various GLM Status Folders and Documents used in AFIS
- Reviewed at a summary level the eCivis Interface

Check Your Progress

1. Each GLM status folder may be updated by two documents.

   a. True
   b. False

2. GLM Status Folders are specialized reference tables used to track grant information throughout the lifecycle of the grant.

   a. True
   b. False

3. The _____ document(s) will NOT be generated in AFIS by an interface from eCivis.

    a. GTAP
    b. GTAW
    c. GTAM
    d. GTCO
    e. a, b, and c.

3. GLM Reference Data

Learning Objectives

In this lesson, you will:

- Identify AFIS GLM reference data and setup that is controlled centrally versus by department.
- Create department-specified reference data for later use in an Activity
- Review centrally controlled AFIS GLM reference data

Lesson Overview

As described earlier, the AFIS GLM Grant Application (GTAP) and Grant Award (GTAW) documents will be generated via the inbound interface from eCivis only once the grant opportunity's status within eCivis indicates that the State agency has received the award.

These GLM documents, as well as the Grant Amendment (GTAM) and Grant Close-Out/Audit (GTCO) documents have optional areas where additional details can be captured using optional reference data which would already be established in AFIS GLM reference tables; some of these reference tables are maintained by departments while others will be centrally controlled.

This section reviews both types of AFIS GLM optional reference data and has you create records on the department-maintained Grant User (GRNTUSER) and Grant User Group Template (GRNTTMPL) reference tables, which you will use within a subsequent activity.

3.1. Grant User

A Grant User, defined on the Grant User (GRNTUSER) table, is independent from an AFIS user and may include individuals who do or who do not have access to AFIS. A Grant User can be associated to a 'date record' within certain GLM status folders for purposes of having AFIS generate notices to inform the user of certain GLM actions or dates.

For example, a Grant Manager may want to notify grant users when a grant is ending (based on the grant expiration date).

3.2. Grant User Data Entry

Grant users are defined by departments to identify who receives notifications/alerts within the GLM component. This topic describes the data entry requirements for grant users within the Grant User (GRNTUSER) table in AFIS.

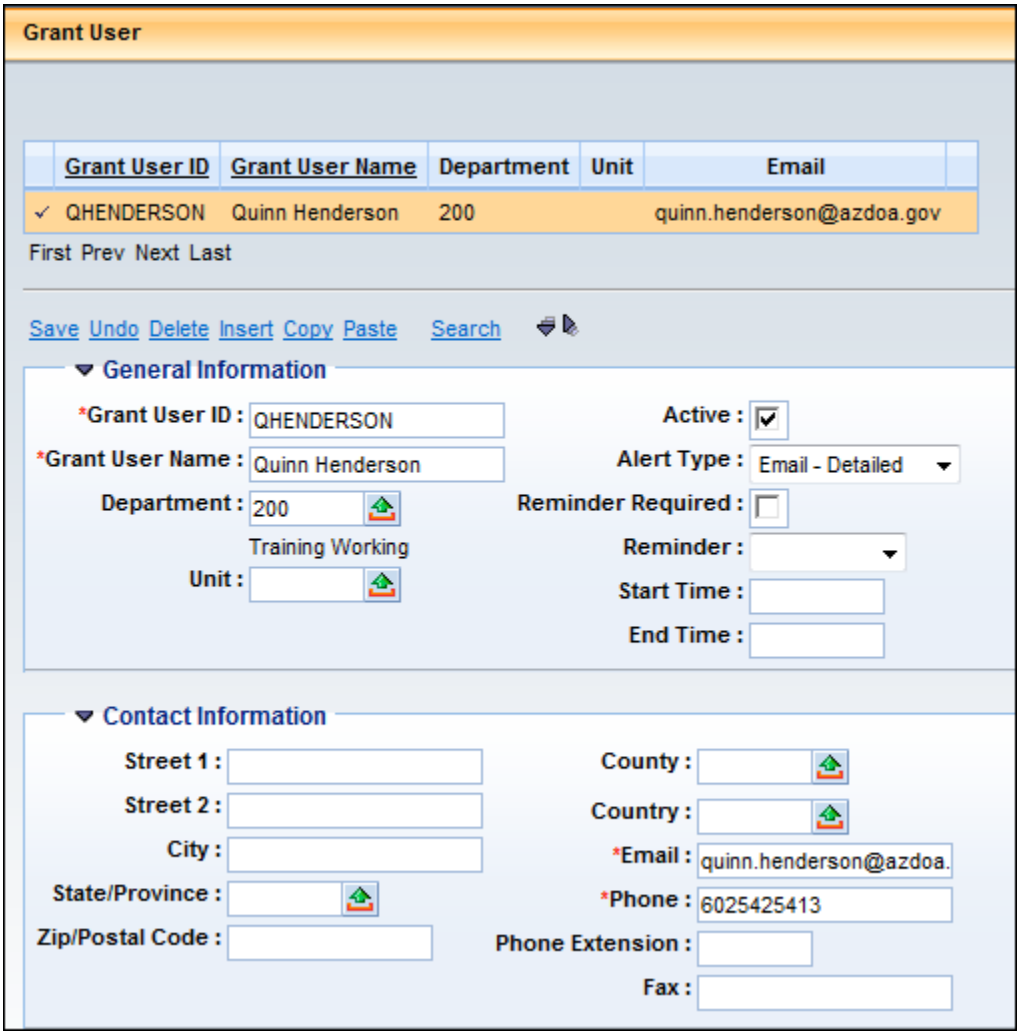
General Information Component

The Grant User (GRNTUSER) table in AFIS opens to the General Information section. The following fields require data entry:

- **Grant User ID** – Enter an ID for the grant user.
- **Grant User Name** – Enter the grant user's name.

Not required but recommended fields are:

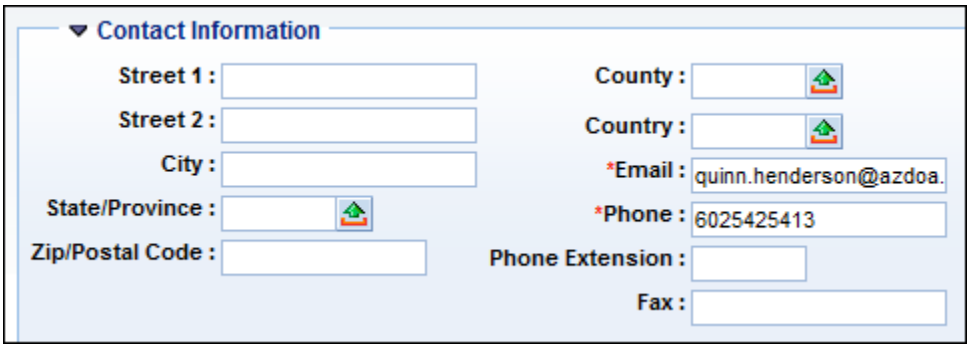
- **Alert Type** – Select from the dropdown list *Email – Detailed*, *Email – Summary*, *Calendar*, or *No Alert* to indicate the type of GLM notification the grant user will receive from AFIS. If no value is selected in this field, the grant user would receive an Email – Detailed notification by default.
- **Reminder** – If the above Alert Type field shows *Calendar*, then use this field to indicate when the reminder should be triggered, prior to the due date of the reminder. This field includes various possible values within its dropdown list including: 0, 5, 10, 15 and 30 minutes; from 1 to 11 hours; 1, 2, 3 and 4 days; and more.



Contact Information Component

The following fields require data entry:

- **Email** – Enter the grant user's email address.
- **Phone** – Enter the grant user's phone number.



3.3. Entering a Grant User

ACTIVITY 3.3
Create a Grant User

Scenario

Your department has need to established Grant Users in AFIS GLM to receive possible grant related alerts. As a grant administrator for your department, create a new record on the Grant User (GRNTUSER) table in AFIS.

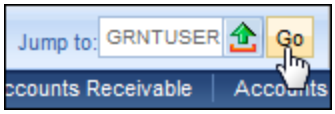
Setup

✓ User is logged in to the AFIS Home Page.

Steps

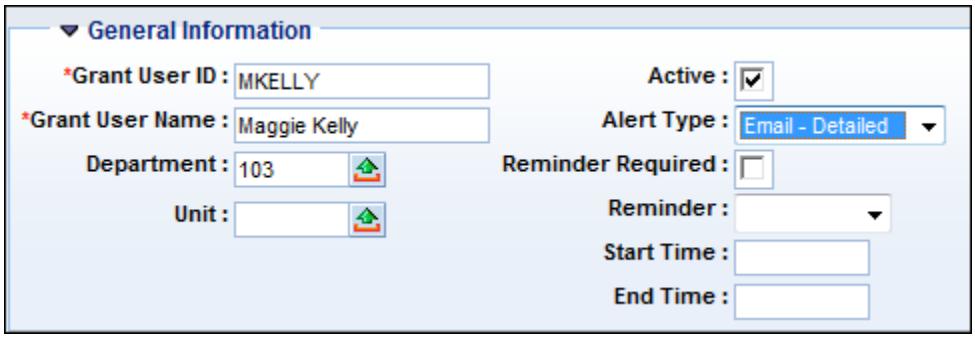
A. Use the **Jump to** field to navigate to the Grant User page.

1. In the **Jump to** field, enter ***GRNTUSER***.
2. Click **Go.**



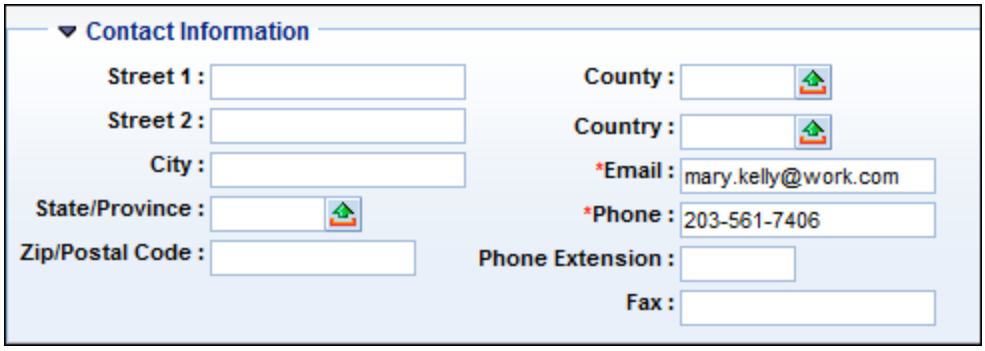
B. Complete the General Information component.

1. Click **OK** on the Search window pop-up.
2. Click ***Insert.***
3. In the **Grant User ID** field, enter ***your first initial and last name***.
4. In the **Grant User Name** field, enter your ***First Name Last Name.***
5. In the **Department** field, enter ***the value from your student data card***.
6. In the **Alert Type** field, select **Email - Detailed** from the list.



C. Complete the Contact Information component.

1. Click **Contact Information** component heading.
2. In the **Email** field, enter ***your work email address***.
3. In the **Phone** field, enter ***your work phone number***.
4. Click **Save.**
5. Click **Home in the Primary Navigation Panel** to return to the Home Page.



3.4. Grant User Group Template

A Grant User Group Template, defined on the Grant User Group Template (GRNTTMPL) table, is simply a collection of multiple Grant Users, as defined in the Grant User table. Using the Grant User Group Template has the benefit of:

- Reducing the data entry effort when multiple grant users are to be added to a 'date record' within any of the GLM Status Folders.
- Providing consistency and completeness for standard or routine GLM notifications/alerts.

For example, department may have the same staff who need to be notified when any grant is ending and approaching its expiration date.

3.5. Grant User Group Template Data Entry

Grant User Group Templates are defined by department to allow departments to group grant users that receive the same notifications/alerts within the GLM component. This topic describes the data entry requirements for Grant User Group Templates.

Creation of a User Group Template

There are no defined components within the Grant User Group Template (GRNTTMPL) table in AFIS. Rather, there are two steps to completing a usable Grant User Group Template:

- Establish the User Group Template
- Add and maintain Grant Users as members of the User Group Template

Establish the User Group Template

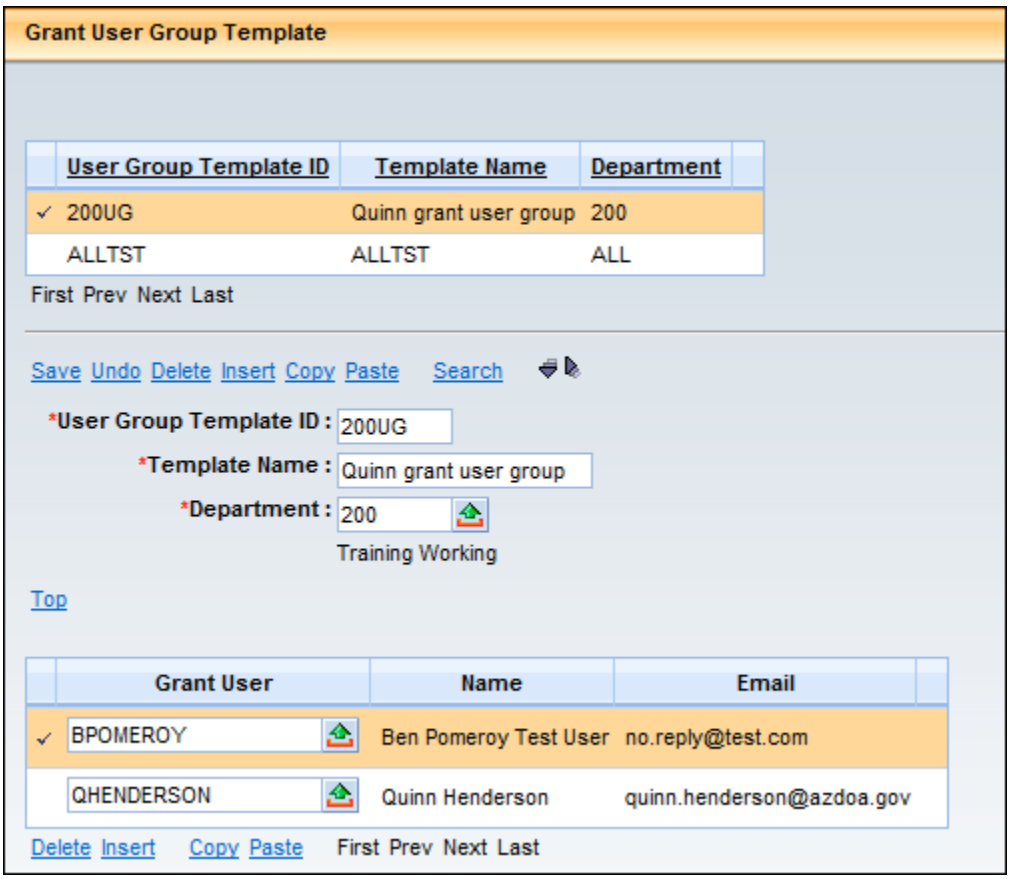
The following fields require data entry:

- **User Group Template ID** – Enter an ID for the template
- **Template Name** – Enter a name for the template
- **Department** – identifies which department can use the template as part of its AFIS GLM records

Add and Maintain Grant Users as Members of the User Group Template

Grant users who are members of a User Group Template are listed within the lower grid within the Grant User Group Template (GRNTTMPL) page. To add a new grant user you simply:

1. Click **Insert** beneath the lower grid on the page to create a new empty row in this grid
2. Enter (via direct typing in the field or using its picklist icon) the grant user ID in the Grant User field within the new empty row in the lower grid
3. Click **Save** beneath the top grid on the page



3.6. Entering a Grant User Group Template

A Grant User Group Template can be used on GLM 'date records' for the purpose of sending automated notifications/alerts to a group of grant users. There is no limit on the number of Grant User Group Template records to which an individual Grant User can belong.

ACTIVITY 3.6

Create a Grant User Group Template

Scenario

Your department has needs to define its Grant User Group Templates in AFIS GLM. As an authorized grant administrator for your department, to add yourself (using the grant user you created in Activity 3.3) and one other existing grant user. Your newly completed Grant User Group Template will be used by you in a subsequent activity in this course.

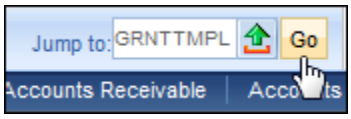
Setup

- ✓ User is logged in to the AFIS Home Page.
- ✓ User has successfully completed Activity 3.3 to create a new grant user.

Steps

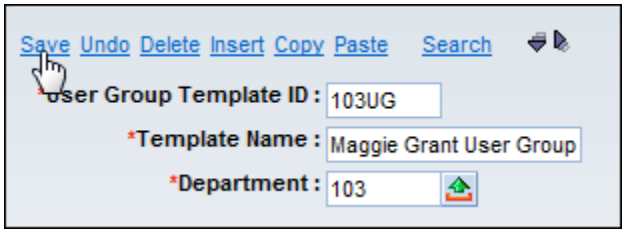
A. Use **Jump to** field to navigate to the Grant User Group Template page.

1. In the **Jump to** field, enter ***GRNTTMPL***.
2. Click **Go.**



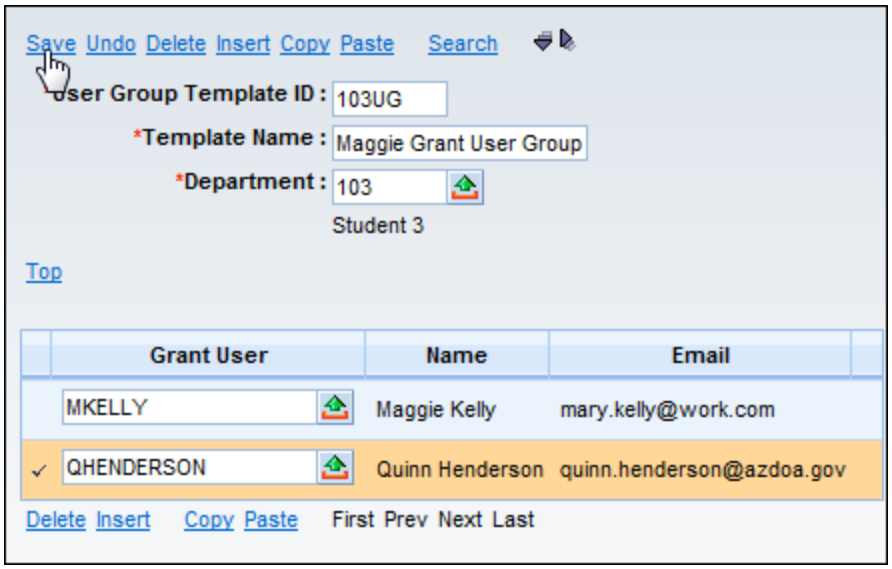
B. Create a new User Group Template.

1. Click **OK** on the Search window pop-up.
2. Click ***Insert*** beneath the upper grid on the page.
3. In the **User Group Template ID** field, enter ***###UG***, where '###' is your assigned department.
4. In the **Template Name** field, enter ***your first name followed by Grant User Group***.
5. In the **Department** field, enter ***the value from your student data card***.
6. Click **Save**.



C. Add two grant users to your new Grant User Group Template in the lower grid.

1. Click **Insert** beneath the lower grid.
2. Click the **Picklist** icon in the **Grant User** field.
3. In the **Grant User Name** field, enter ***your first name followed by an asterisk***.
4. Click **Browse.**
5. Click **Select** to the left of your grant user record within the grid.
6. Click **Insert** beneath the lower grid to insert a second grant user as a member of your template.
7. Click the picklist icon in the **Grant User** field for the empty row in the lower grid.
8. Click **Select** beside any grant user displayed within the Choose page.
9. Click **Save**.



3.7. Centrally Controlled Optional GLM Reference Data

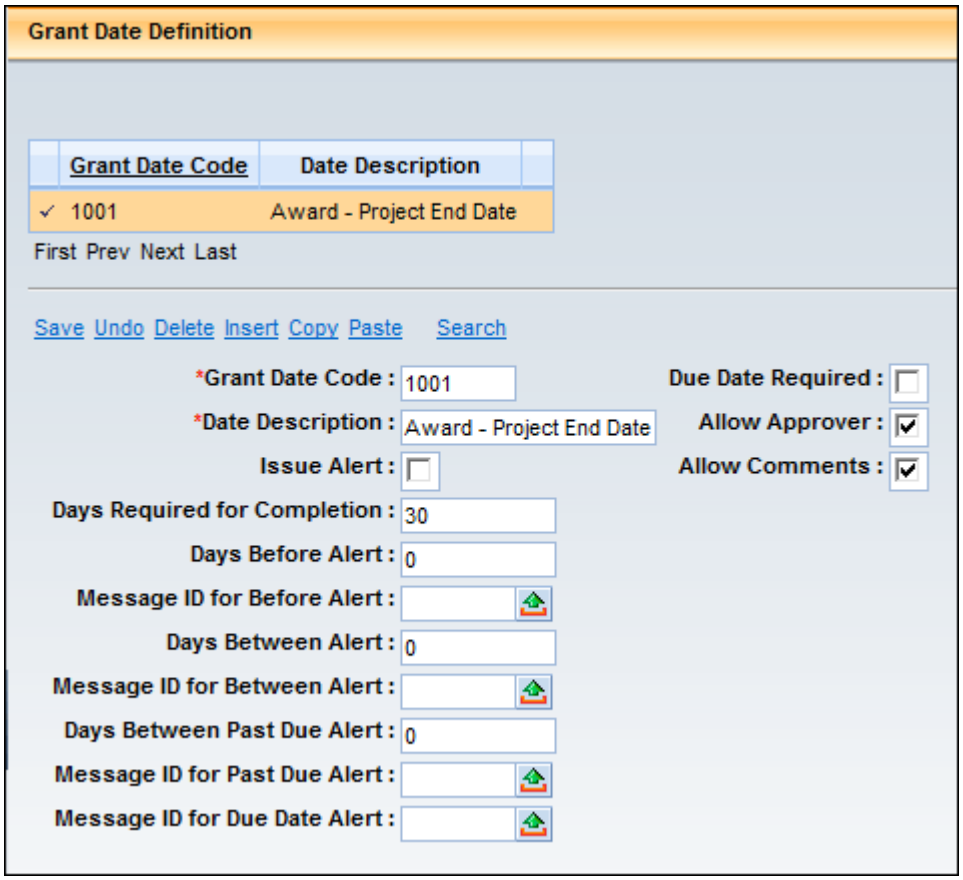
There are several optional AFIS GLM centrally controlled reference tables that provide data available for use by departments as they complete GLM documents.

Each of the reference tables containing these optional GLM reference data are summarized below:

Grant Date Definition (GRNTDEF)

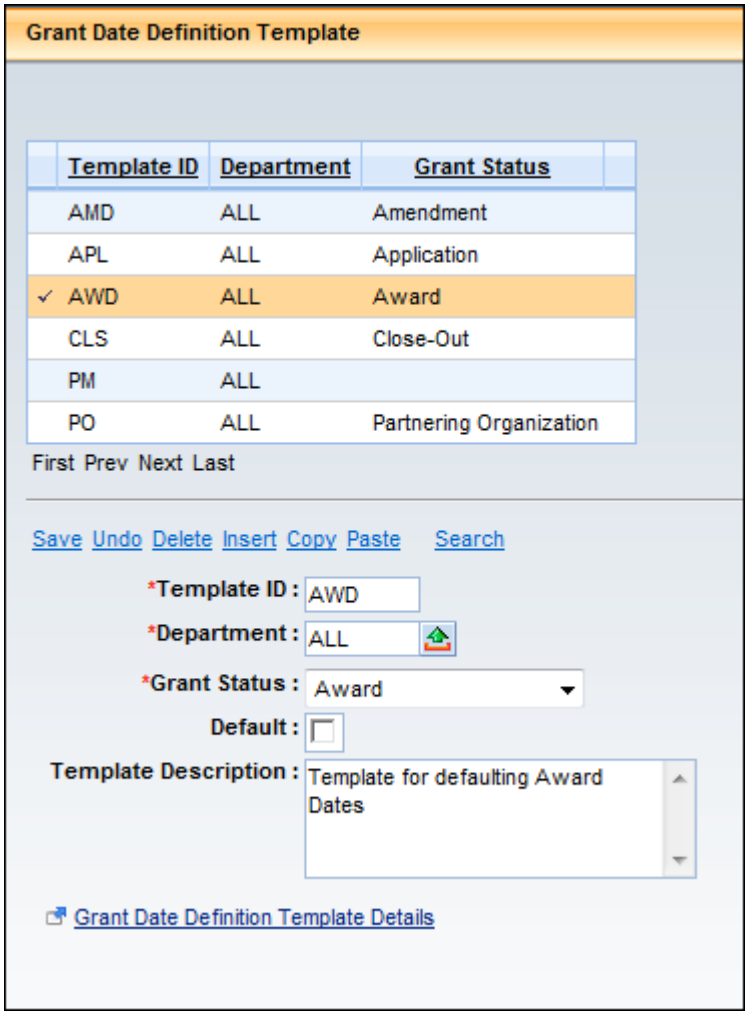
The Grant Date Definition (GRNTDEF) table records and defines all standard grant dates. Grant Dates can be thought of as tasks or milestones which grant users can or should complete or be aware of at different points within the lifecycle of a grant. These dates can be added to the following

- A template on the Grant Date Definition Template Details page.
- Individually within a particular Status Folder/document in one or more of the 'dates' sections.



Grant Date Definition Template (GRNTDTT)

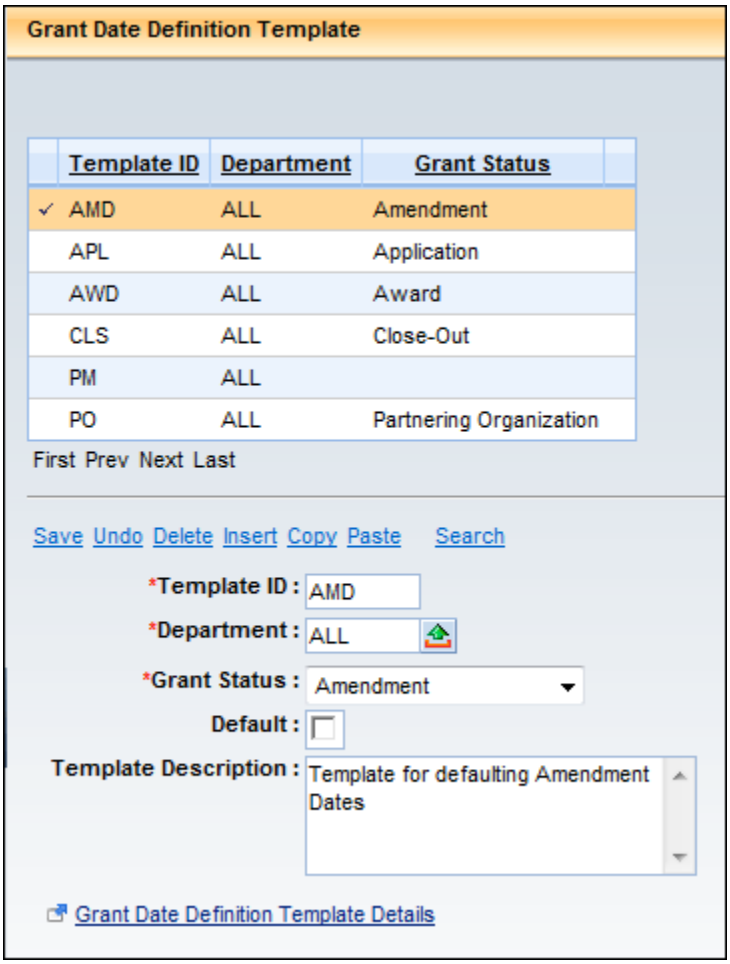
The Grant Date Definition Template Details (GRNTDET) table allows a Grant Manager to associate the Grant Date Codes set up on the Grant Date Definition table with a Template ID (for a particular Department and Grant Status) set up on the Grant Date Definition Template table. One Template ID can be associated with one or more Grant Date Codes. One Grant Date Code can be associated with one or more Template IDs. The Grant Date Definition Templates default/infer one or more grant dates onto a tatus (e.g., Award, Close-Out).



Grant Date Definition Template Details (GRNTDET)

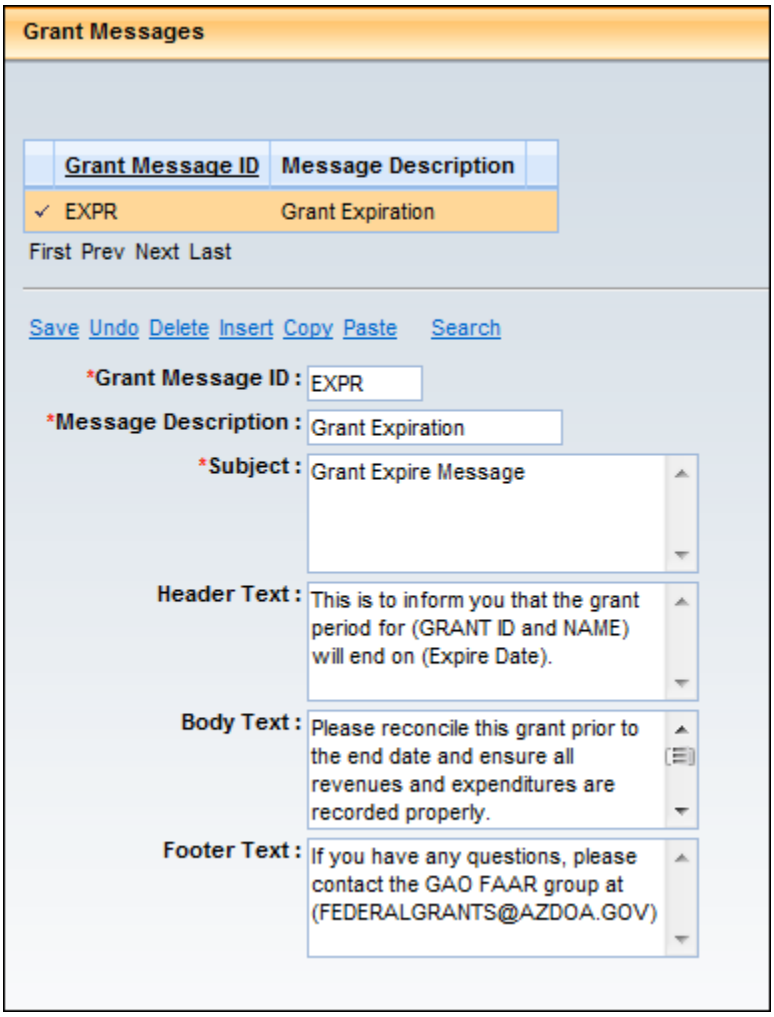
This table associates specific Grant Date Codes from the Grant Date Definition table with a Template ID set up on the Grant Date Definition Template table. A Grant Date Definition Template can have multiple records on this table, each associated with a different Grant Date Code from the Grant Date Definition table. The function of a record on the Grant Date Definition Template Details table is to provide default values for grant user alerts when used in various possible areas of a record within a GLM status folder. These defaults can be overridden for a particular GLM status folder record.

Use of the Grant Date Definition Template Details table by departments promotes consistency with respect to the timing of GLM alert messages being generated for grant users.



Grant Messages (GRNTMSG)

The Grant Messages (GRNTMSG) table holds all information for standard GLM messages that can be sent to grant users in automated GLM notifications (e.g., emails). The Generate Alerts process will determine the appropriate message to send to grant users based upon the Message ID associated with the Status date record.



Lesson Summary

In this lesson, you:

- Identified department-maintained versus centrally controlled AFIS GLM reference data
- Created records within department-maintained reference data for later use in an Activity
- Reviewed centrally controlled AFIS GLM reference data

Check Your Progress

1. Grant Users must be State employees and must have access to AFIS.

    a. True
    b. False

2. Departments may create and maintain entries on the Grant User and Grant User Group Template tables.

    a. True
    b. False

4. Creating Grant Applications

Learning Objectives

In this lesson, you will:

- Examine the automated process of creating a Grant Application document from eCivis
- Identify the components of the Grant Application document
- Review an interfaced Grant Application document
- Examine the process of creating a Grant Application Revision document
- Identify the components of the Grant Application Revision document
- Revise a Grant Application by manually creating a Grant Application Revision document
- Research the Grant Opportunity and Application Status Folders

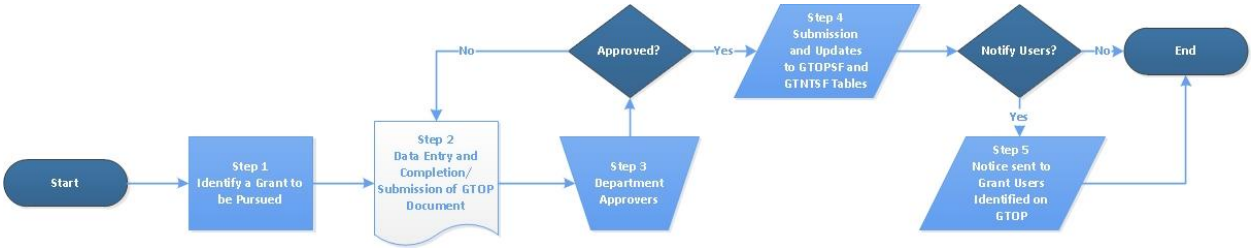
Lesson Overview

Grant Application (GTAP) documents record the details of grant opportunities and related Grant Applications made by State agencies to grantors. The actual Grant Application is created/authored outside of AFIS. Grant Application (GTAP) documents are not manually created in AFIS, but are generated by integration with eCivis.

In this lesson, you will examine the structure and components of the Grant Application document, review an interfaced Grant Application document, use the Grant Application Revision document to make changes to the data initially recorded for the Grant Application, and research the Status Folders to view the initial Grant Application as well as its revised data.

4.1. State Process Overview – Grant Application

The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-004.



1. Departmental Grant Program Managers, who decide to pursue a grant and receive Departmental approval, will officially apply for the grant by completing the application forms and processes established by the Grantor for the specific grant. Upon the completion

of the grant process, the Grantor will provide tracking information, such as the Application Number. At this time, additional information may be provided by the Grantor to let the applicant know when certain form and/or report filings are due for the application process or when the applicant may hear a decision on the application.

2. Grant opportunity and application data is entered into eCivis according to department procedure. This may include information provided by the Grantor regarding the application, the reporting and filing date requirements, the expected response date, and the application status.
3. A Grant Application (GTAP) document and Grant Award (GTAW) document are generated via the interface from eCivis when the status of the grant has been changed to 'awarded' within eCivis.
4. Additional details (not populated from eCivis) may be manually added to the application and award grant records through their corresponding revision documents GTAPR and GTAWR.
5. Supporting documentation can be attached to the corresponding GTAPR and GTAWR document. File attachments in eCivis are not included in the inbound interfaces to AFIS.
6. The Grant Application (GTAP) document updates the Grant Opportunity Status Folder (GTOPSF) table and the Grant Application Status Folder (GTAPSF) table. The Grant Award (GTAW) document updates the Grant Award Status Folder (GTAWSF) table.

4.2. Grant Application Document Components

Grant Application (GTAP) documents are generated through an inbound interface from eCivis and are not manually created in AFIS. Additional data entry may be entered on the GTAPR document.

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). GTAP documents contain 10 components, as listed below:

- **Header** – Stores values that apply to the entire document.
- **Opportunity** – Used to record grant opportunity information related to the Grant Application.
- **Grant Application –** Contains details of the Grant Application, including the Grant ID which will be used to link the Grant Application record with the associated cost structure in the AFIS Cost Accounting area. The Grant ID (GRANTID) and the internal grant ID establish the link between the eCivis record and the Advantage record.
- **Application Dates** – Optional. Can be used to select appropriate Grant Date Definition Template ID(s) for notification and tracking of tasks associated with the Grant Application.
- **Application Alert User Groups** – Optional. Can be used to identify Grant Users to whom alert notifications are sent regarding the Grant Application.
- **Partnering Org** – Optional. Used to track applications submitted with other community-based organizations or when any collaboration take place between two or more entities. This component is used with the Grant Application Status Folder record only. Includes the

optional Grant Date Definition Template where alert notifications are to be used with the Grant Application efforts.

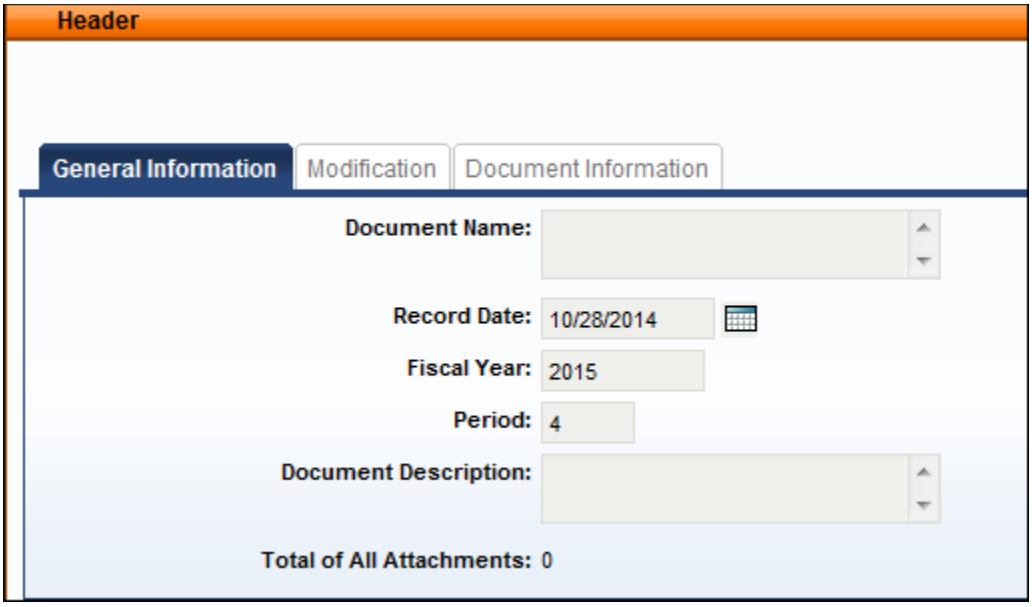
- **Partnering Org Dates** – Optional. Can be used to identify individual Grant Date Codes or those associated with a Grant Date Definition Template ID entered in the Partnering Org component.
- **Partnering Org Alert User Groups** – Optional. Can be used to identify Grant Users of partnering organizations to whom alert notifications are sent regarding the Grant Application.
- **Legislative Bodies** – Not used by the State at this time. The purpose of this component is to track applications that are submitted on behalf of the various governmental branches/jurisdictions.
- **Funding Allocation** – Not used by the State at this time. The purpose of this component is to track the Requested, Awarded, and Amended amounts associated with a specific Supervisorial Districts (governmental branches/jurisdictions) or Service Planning Area (SPA).

GTAP Header Component

The Header component stores values that apply to all components of the GTAP document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total number of all attachments to the document.

GTAP Header – General Information Tab

The General Information tab contains the typical Header component fields for most AFIS documents including the optional Document Name and Description fields, as well as the system inferred Record Date, Fiscal Year and (Accounting) Period fields.



GTAP Header – Modification Tab

Not used. AFIS GLM documents may only have one version. Any changes to the details within the GTAP document once it reaches Final phase are to be processed via a separate Grant Application Revision (GTAPR) document (see Topic 4.6 Grant Application Revision Document Components) not as a new version of the original GTAP document.

GTAP Header – Document Information Tab

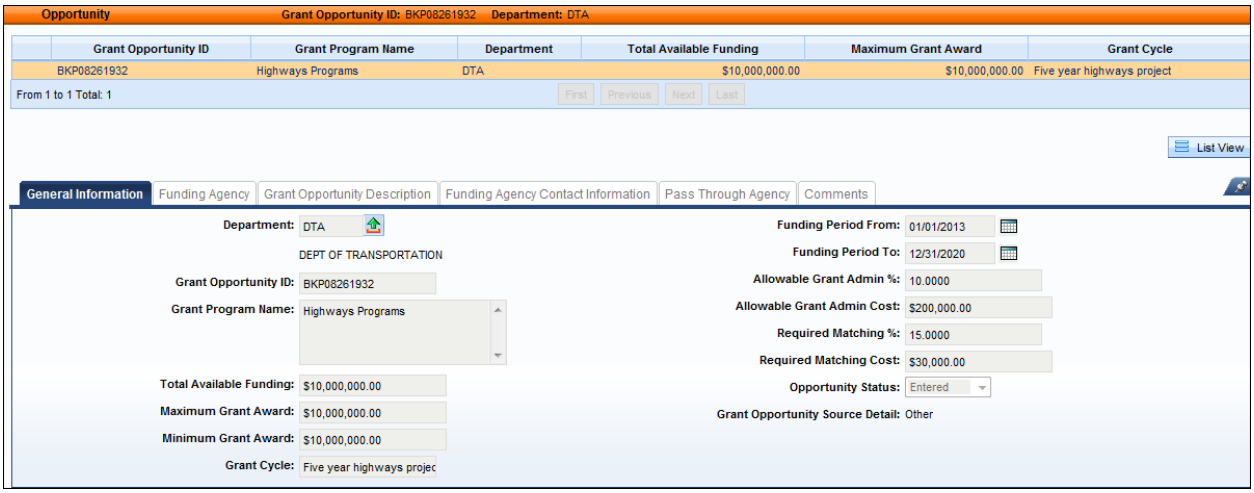
The Document Information tab displays the user ID's and dates for document creation and modification.

GTAP Opportunity Component

Used only to record details of the grant opportunity to which the Grant Application being recorded through the GTAP document relates.

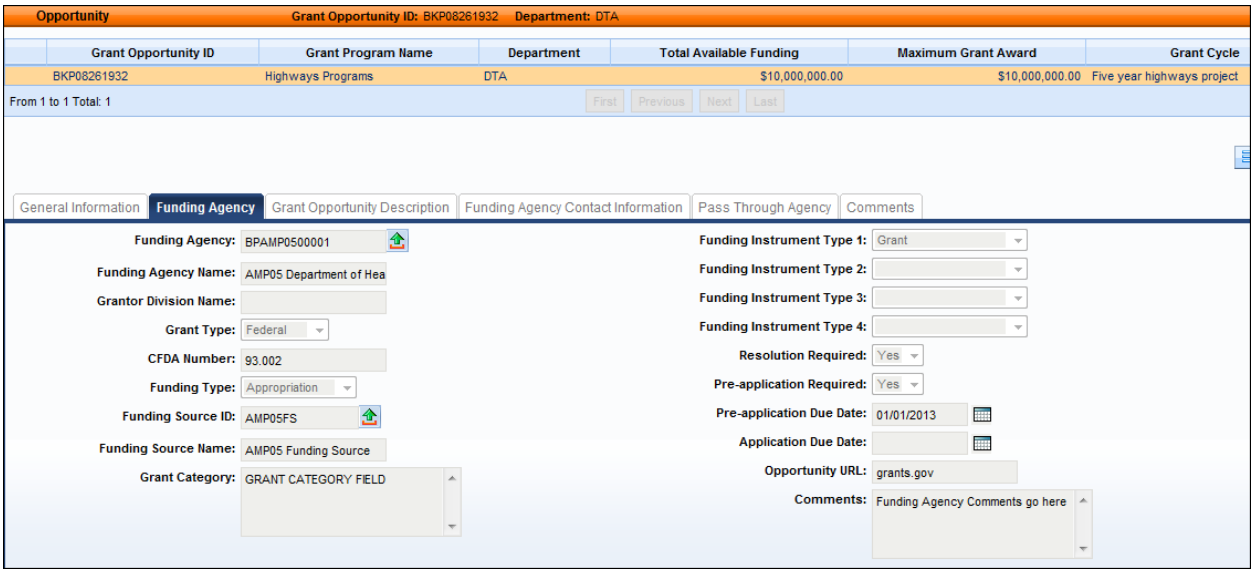
GTAP Opportunity – General Information Tab

The General Information tab identifies high level details about the grant opportunity not yet recorded within AFIS to which the Grant Application relates including the department to which the opportunity applies, the Grant Opportunity ID, Total Available Funding, Maximum and Minimum Grant Award, Funding Period From and To and Opportunity Status.



GTAP Opportunity – Funding Agency Tab

This tab provides the agency that is providing the funding for the Grant Opportunity. This tab also provides other key fields about the Grant Opportunity.



GTAP Opportunity – Grant Opportunity Description Tab

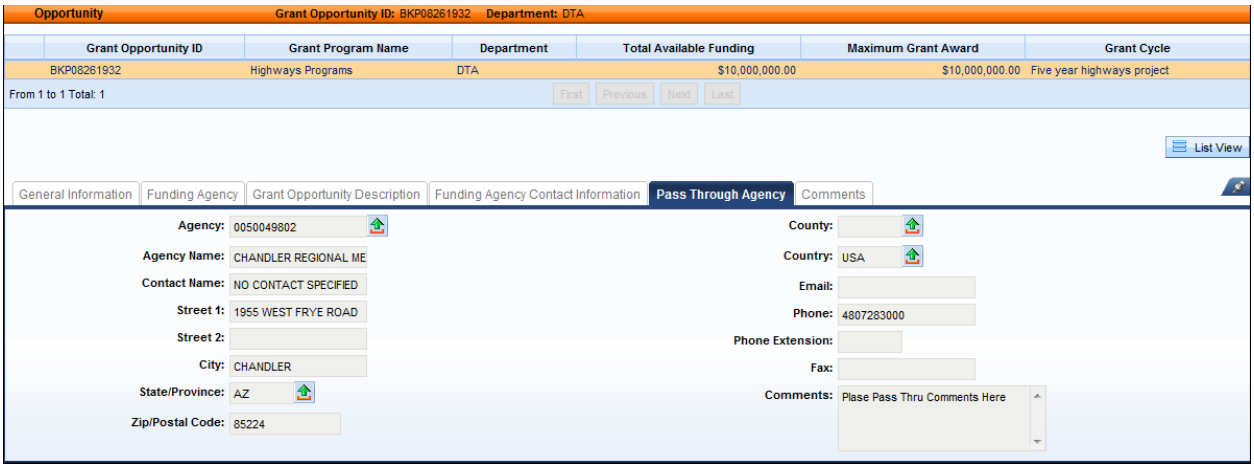
Large text field used to describe the grant opportunity where more room is needed than available within the General Information tab

GTAP Opportunity – Funding Agency Contact Information Tab

This tab provides the contact information for the Funding Agency selected in the Funding Agency tab.

GTAP Opportunity – Pass Through Agency Tab

This tab provides the agency that is issuing the funds for the Grant Opportunity. This Agency is referred to as a *Pass Through Agency* because it issues funding that it received from another Funding Agency.



GTAP Opportunity – Comments Tab

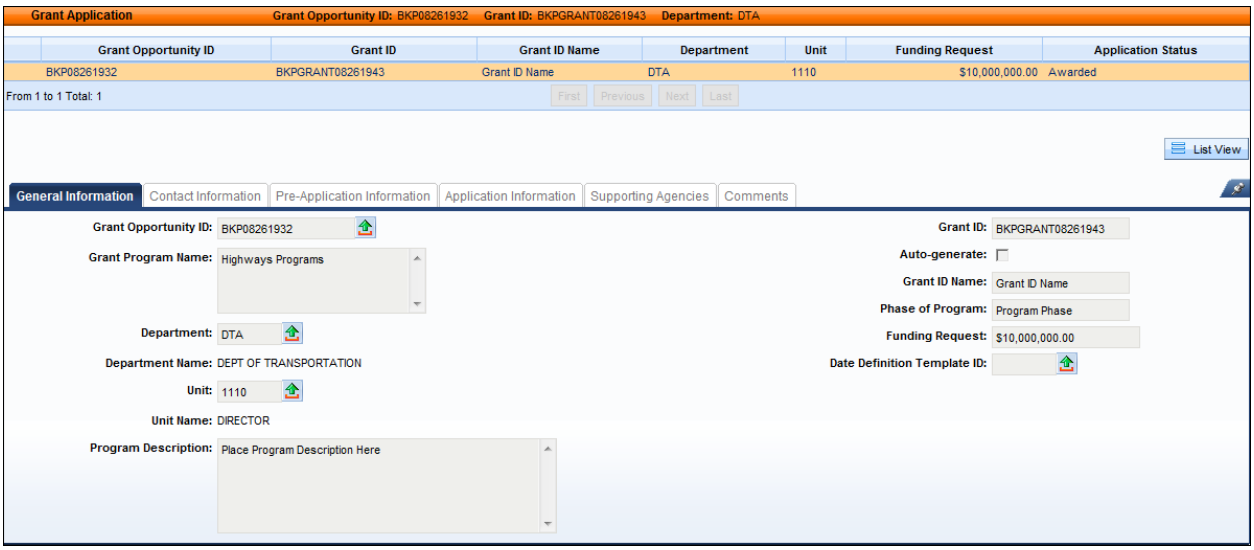
This tab allows you to enter any comments about this Grant Opportunity.

GTAP Grant Application Component

The Grant Application component of the GTAP document contains the details of the Grant Application made by the department.

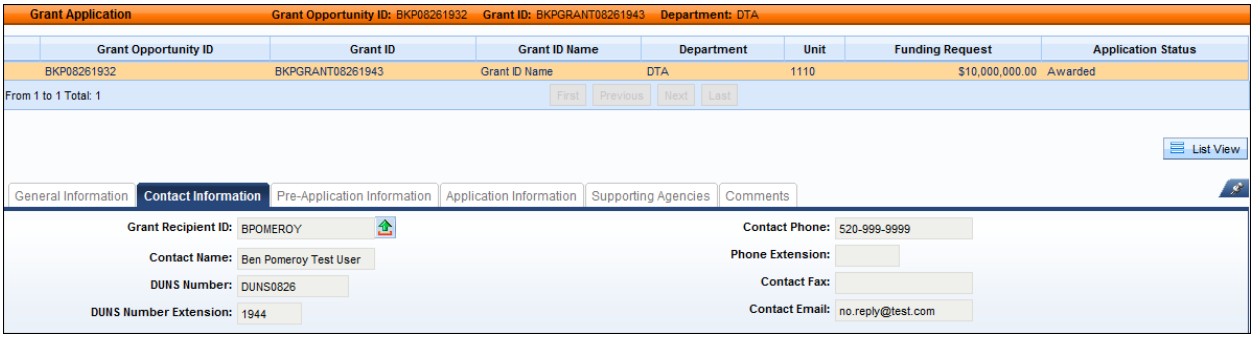
GTAP Grant Application – General Information Tab

This tab provides information such as the unique internal **Grant ID** assigned by the State in eCivis. The Grant Opportunity ID found in the Opportunity and Application components is the ID assigned to the grant by the grantor, and is also carried forward from eCivis. You cannot create a Grant Application for a Grant Opportunity that is past the application Due Date for that opportunity.



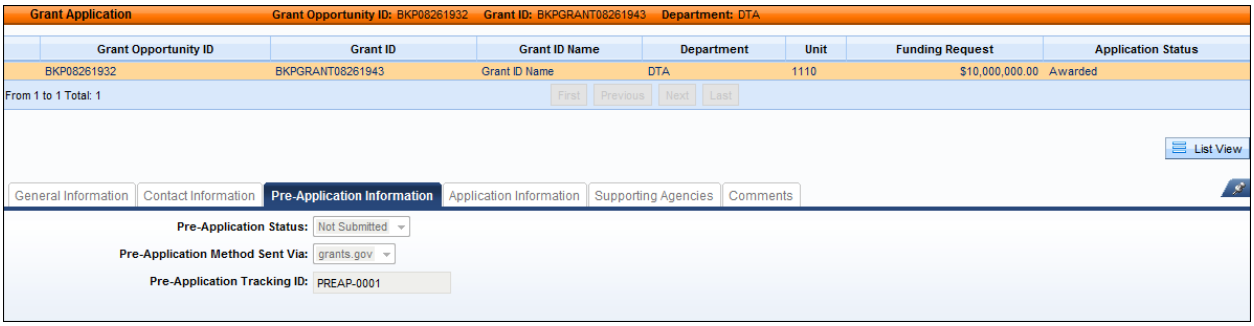
GTAP Grant Application – Contact Information Tab

This tab allows you to enter the contact information for the recipient of the Grant, including the procedurally-required **DUNS Number** to be manually entered.



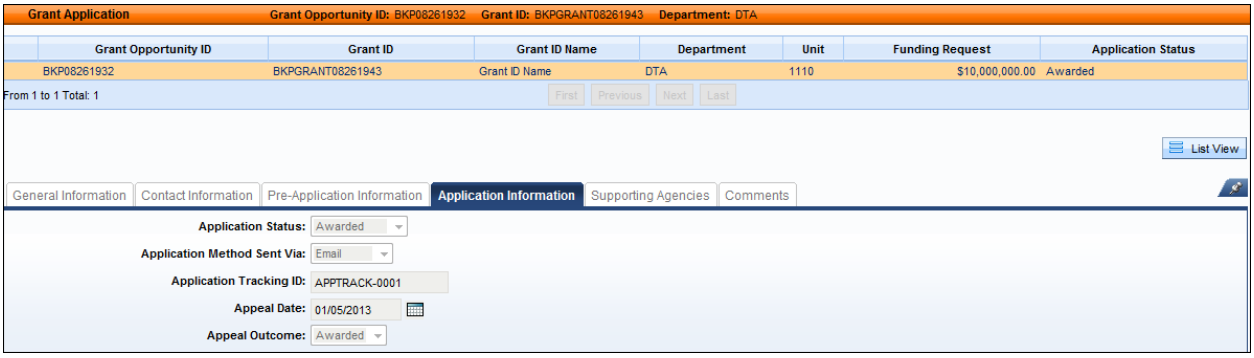
GTAP Grant Application – Pre-Application Information Tab

This tab provides information on the status of the pre-application, if any.



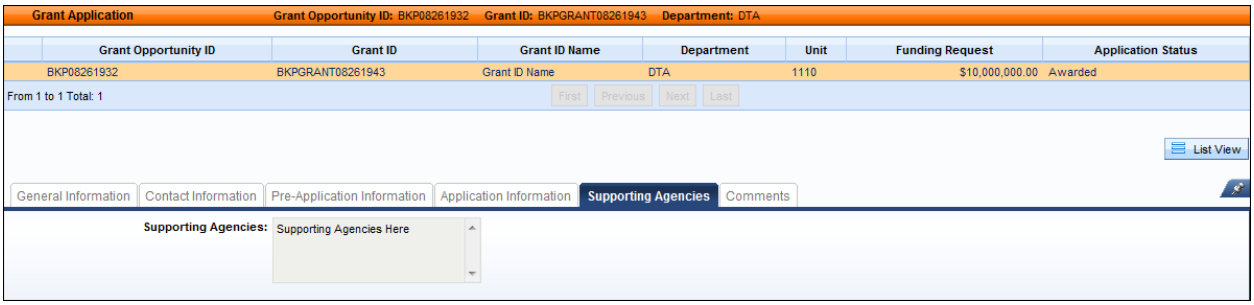
GTAP Grant Application – Application Information Tab

This tab provides information on the status of the application, including Application Status and Application Tracking ID.



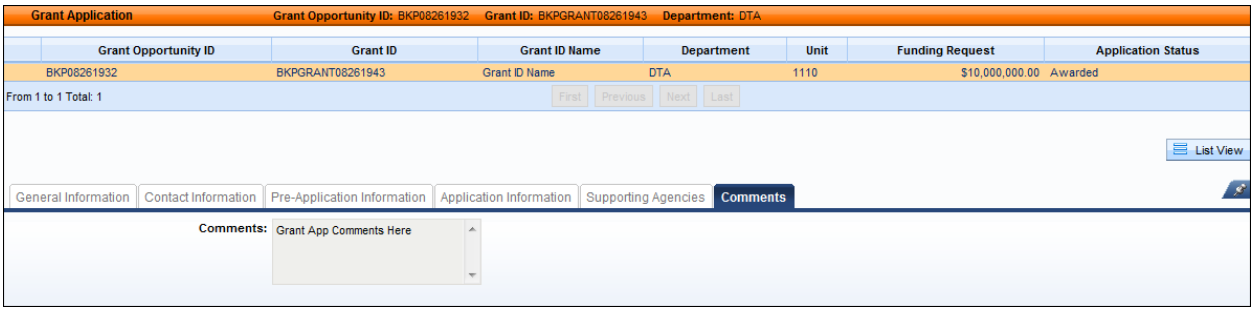
GTAP Grant Application – Supporting Agencies Tab

This tab provides information about supporting Agencies for the Grant Application by way of a large free text field.



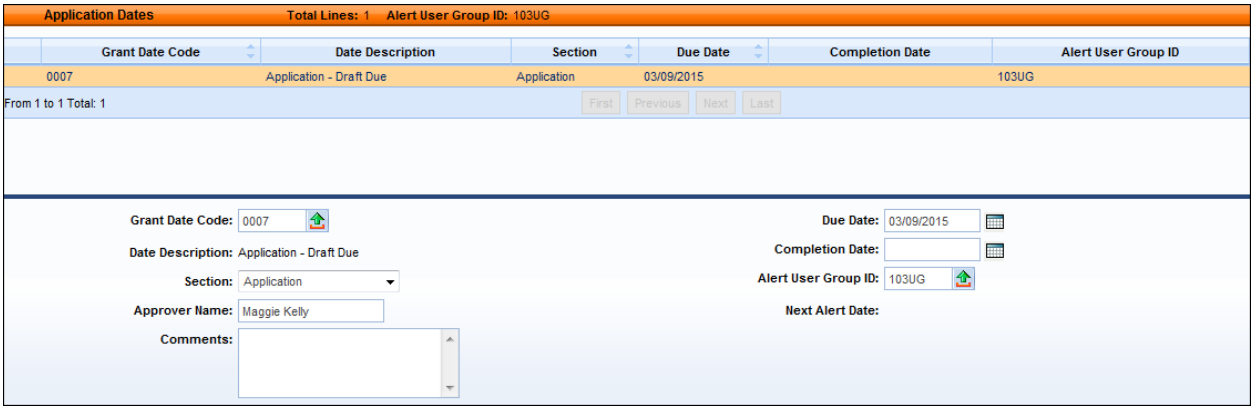
GTAP Grant Application – Comments Tab

This tab allows you to enter any comments about this Grant Application by way of a large free text field.



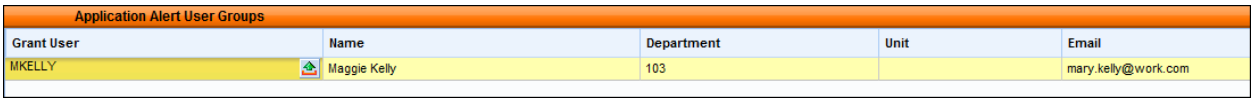
GTAP Application Dates Component

The Application Dates component displays the application dates associated with the Grant Application. The Application Dates can be added one record at a time in this component or the dates can be loaded from a Date Definition Template. The **Alert User Group ID** field is populated for Application Dates that are set up on the Grant Date Definition Template Details (GRNTDET) table.



GTAP Application Alert User Groups Component

The Application Alert User Groups component allows you to indicate the users that you want notified about specific application dates.

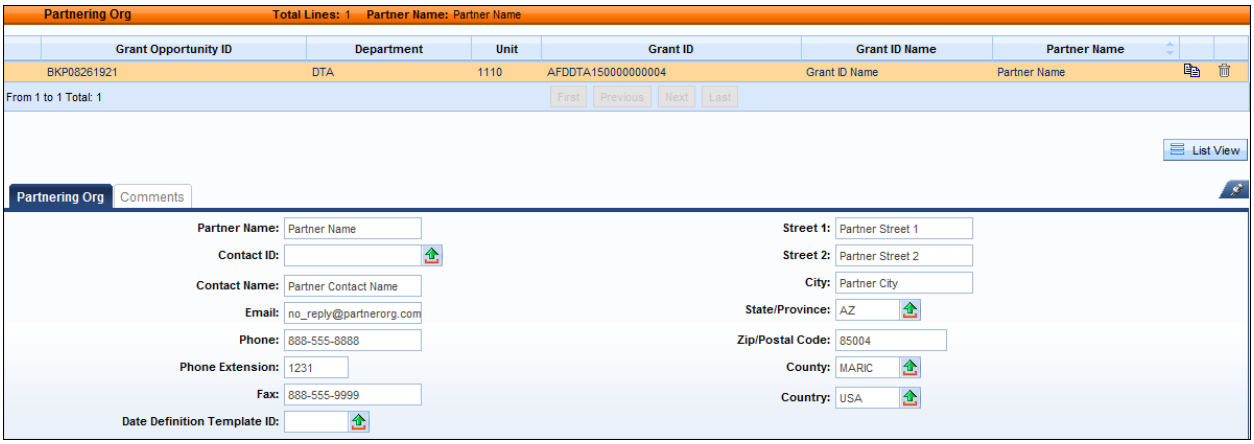


GTAP Partnering Org Component

The Partnering Organizations component allows you to indicate all Partnering Organizations associated with the Grant Application. This component tracks applications that are submitted with other community-based organizations or when any collaboration needs to take place between two or more entities.

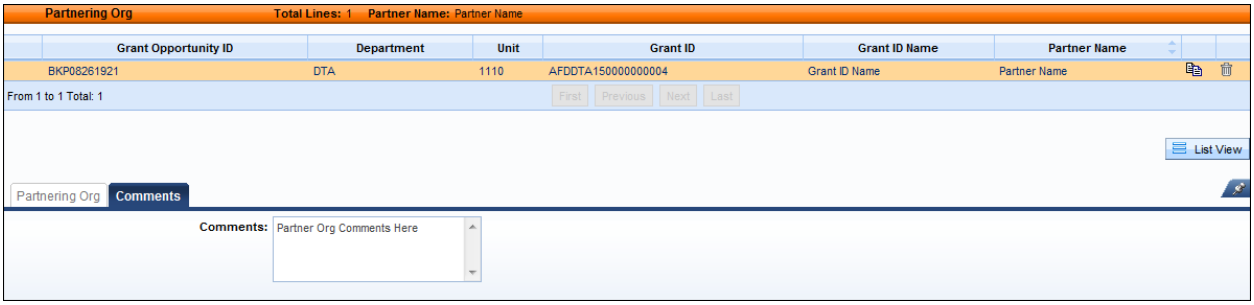
GTAP Partnering Org – Partnering Org Tab

This tab provides contact information about partnering organizations associates with the Grant Application as well as the optional Date Definition Template ID.



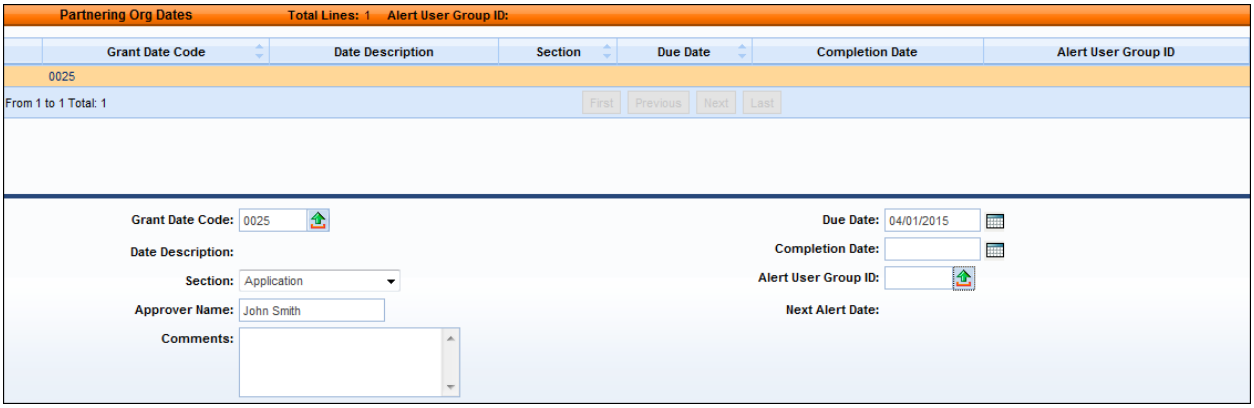
GTAP Partnering Org – Comments Tab

This tab allows you to enter any comments specific to the partnering organization by way of a large free text field.



GTAP Partnering Org Dates Component

The Partnering Organization Dates component displays all of the dates that are required for the Partnering Organization, including the optional Alert User Group. The Partnering Organization Dates can be added one record at a time in this component or the dates can be loaded from a Date Definition Template.



GTAP Partnering Org Alert User Groups Component

The Partnering Organization Alert User Groups component allows you to indicate the Grant Users that you want notified about the key partnering organization dates on the Partnering Organization Dates component. All Partnering Organization Grant Users associated with the selected **Alert User Group ID** are loaded to the Partnering Organization Alert User Groups component when the **Load Alert User Group Template** link is selected.

4.3. Grant Application Data Entry

This topic describes the Grant Application (GTAP) documents interfaced from eCivis. GTAP documents created from the eCivis inbound interface may be searched and accessed from within the Grant Application Status Folder (GTAPSF) and/or the Document Catalog by authorized users.

GTAP Header

The GTAP document opens to the Header component, General Information tab which contains the typical Document Name, Record Date, Fiscal Year, (Accounting) Period and Document Description fields of most AFIS documents. The Record Date, Fiscal Year and (Accounting) Period fields will have values infer while the Document Name and Document Description fields are optional.

GTAP Opportunity

The Grant Opportunity component contains the data from eCivis necessary to create a new record within the Grant Opportunity Status Folder (GTOPSF). This component is pre-populated on the interfaced GTAP document from the information recorded eCivis, and may be augmented with additional information and/or supporting documentation within AFIS using the Grant Application Revision (GTAPR) document.

GTAP Opportunity – General Information Tab

Where a grant opportunity does not already exist within AFIS for the Grant Application being interfaced, the Grant Application component records this information in AFIS. The following fields on the General Information tab may require input based on the transaction:

- **Department** – The AFIS department to which the grant opportunity resides
- **Grant Opportunity ID** – The **Grant Opportunity ID** allows you to indicate and track the number or name for a specific funding opportunity. The **Grant Opportunity ID** can be associated with one or more applications.
- **Grant Program Name** – Enter the name of the Grant Opportunity
- **Total Available Funding** – Indicates the total amount that is available for funding for the selected Grant Opportunity.
- **Maximum Grant Award** – Provides the total amount that can be awarded to a Grant Application. The value in this field cannot exceed the value in the **Total Available Funding** field.
- **Minimum Grant Award** – Provides the least amount that can be awarded to a Grant Application that references this Grant Opportunity.
- **Funding Period From** – Indicates the date that funding for the specified opportunity begins. On the Grant Award, the **Funding Period From** field is inferred from the Grant Opportunity. Users are allowed to override the inferred value.
- **Funding Period To** – Indicates the date that funding for the specified opportunity ends. On the Grant Award, the **Funding Period To** field is inferred from the Grant Opportunity. Users are allowed to override the inferred value.
- **Opportunity Status** - Displays the current status of the Opportunity. Valid values are: *Entered*, *In-Progress*, *Canceled*, and *Completed*. Upon Validate or Submit of the GTAP, the value will infer to In-Progress because the Grant Application Status Folder will have the record of the Grant Application referencing the Grant Opportunity ID via the same GTAP document.

GTAP Opportunity – Funding Agency

This tab provides the agency that is providing the funding for the Grant Opportunity. This tab also provides other key fields about the Grant Opportunity. The following fields on the Funding Agency tab may require input based on the transaction:

- **Funding Agency** – Provides the unique identification for the agency that is providing the funding for the Grant Opportunity. This field provides a picklist to the Vendor/Customer (VCUST) table. The value entered or selected in this field must be valid on the Vendor/Customer (VCUST) table.
- **Funding Agency Name** – Provides the name of the agency that is providing the funding for the Grant Opportunity. The value in this field is inferred from the **Legal Name** field (on the Vendor/Customer table) for the selected Vendor/Customer in the **Funding Agency** field.
- **Grantor Division Name** – Optional field used to define the name of the division that manages the grant.
- **Grant Type** – Indicates the general source of funding. The **Grant Type** field can have one of the following values: *Federal*, *State, Local*, *Foundation*, and *Others*.
- **CFDA Number** – Provides the identification number for the Catalog of Federal Domestic Assistance (CFDA), which identifies all Federal programs available to State and Local governments.
- **Funding Type** – Indicates the general route through which funding is made available to the applicant. This field can have one of the following values: *Competitive*, *Appropriation*, *Entitlement*, *Specified*, *Non-Competitive* and *Others*.
- **Funding Source ID** – Provides the unique identification code for the Funding Source record.
- **Funding Instrument Type (1-4) – I**dentifies whether the opportunity or award derives from a *grant*, *procurement contract*, *cooperative agreement*, or other funding source. At least one Funding Instrument Type will be required for the grant opportunity.
- **Resolution Required** – This field indicates whether a resolution is required from the agency's Legislative Branch to either apply or accept the grant, if awarded. The **Resolution Required** field can have one of the following values: *Yes* or *No*.
- **Pre-application Required** – This field indicates whether the Grantor is requiring a Pre-Application prior to submitting a full application. The **Pre-Application Required** field can have one of the following values: *Yes* or *No*.

GTAP Opportunity – Grant Opportunity

Where a grant opportunity does not already exist within AFIS for the Grant Application being entered within the Grant Application component, then the grant opportunity must be recorded within this component. The following fields on the Grant Opportunity Description tab may require input based on the transaction:

- **Grant Opportunity Description** – Free text field available for user to add additional comments regarding the grant opportunity.

GTAP Opportunity – Funding Agency Contact Information

This tab provides the contact information for the Funding Agency selected in the Funding Agency tab. The typical contact information fields (**Contact Name, Street 1 and 2, City, State/Province, Zip/Postal Code, Email, Phone**, etc.) on the Funding Agency Contact Information tab may require input based on the transaction.

GTAP Grant Application

The Grant Application component contains the core details of the Grant Application.

GTAP Grant Application – General Information

This tab identifies the Grant Opportunity to which the Grant Application is associated, establishes the very important Grant ID (through AFIS generation or user entry) which is used to connect the subsequent Grant Award to the applicable elements of the AFIS Cost Accounting Major Program structure by the cost accounting specialist. The following fields on the General Information tab require information:

- **Grant Opportunity ID** – Identifies the grant opportunity to which the Grant Application is associated. Where the grant opportunity component of the GTAP was used to establish the grant opportunity record in AFIS, then the user will have to manually enter this value. If, however, the grant opportunity already exists in AFIS, the user can use the Picklist icon to locate this value.
- **Department** – The AFIS department Chart of Accounts code associated with the Grant Application.
- **Unit** – The AFIS unit Chart of Accounts code associated with the Grant Application, if applicable.
- **Grant ID** – The reference ID number links (i.e., cross-references) the grant records in the GLM and Cost Accounting Areas. This value is recorded in eCivis as the *Internal Grant ID* and interfaced with the GTAP document. Cost Accounting will use this same ID when establishing the grant's cost structure.
- **Auto-generate** – Not used since the Grant ID is interfaced from eCivis.
- **Grant ID Name** – Provides descriptive text associated with the **Grant ID** field.
- **Funding Request** – Provides the funding amount that the applicant is requesting. The amount entered cannot be less than the Minimum Grant Amount for the associated grant opportunity nor greater than the Maximum Grant Amount also for the associated grant opportunity.

GTAP Grant Application – Contact Information

This tab contains the contact information for the recipient of the Grant. The following fields on the Contact Information tab require information:

- **Grant Recipient ID** – Indicates the Grant User that is the recipient of the Grant Opportunity. The **Grant Recipient ID** field provides a picklist to the Grant User table. AFIS automatically populates the values in the **Contact Name**, **Contact Phone**, **Contact Fax**, and **Contact Email** fields. Lastly, you can leave the Grant Recipient ID field blank and enter manually the contact information in the other fields.
- **DUNS Number** – The Dun and Bradstreet account number assigned to the grant recipient.

GTAP Grant Application – Application Information

This tab provides information on the status of the application. The following fields on the Application Information tab require information:

- **Application Status** – Provides the status of the Grant Application. Valid values for this field are: *Submitted*, *Appealed*, *Awarded*, *Denied*, *Pending*, *Not Submitted*, and *Canceled*.
- **Application Method Sent Via** – Indicates the method that was used to submit the Grant Application. Valid options for this field are: *grants.gov*, *Fax*, *Email*, *FedEx*, *Airborne*, *USPS*, *Courier*, and *Other*.
- **Application Tracking ID** – provides for the entry of an assigned tracking number provided by the shipping service provider.

4.4. View a Grant Application

Grant Application (GTAP) documents are automatically created and submitted to the Final phase from the eCivis integration.

In this activity you will review the updates made to the GLM Status Folders in AFIS by the interfaced GTAP document, and open and review the Grant Application (GTAP) document itself.

ACTIVITY 4.4
View a Grant Application Document

Scenario

Your department has been awarded a Federal grant for $1,000,000. The grant opportunity, Grant Application, and Grant Award have been recorded in eCivis. The eCivis interface has generated a Grant Application (GTAP) document and submitted it to the Final phase in AFIS. Navigate to both the Grant Opportunity Status Folder (GTOPSF) and Grant Application Status Folder (GTAPSF) to view the new records contained therein from the interfaced Grant Application (GTAP) document.

Setup

- ✓ User is logged in to the AFIS Home Page.

Steps

A. Use the **Jump to** field to navigate to the Grant Opportunity Status Folder page.

   1. In the **Jump to** field, enter ***GTOPSF***.

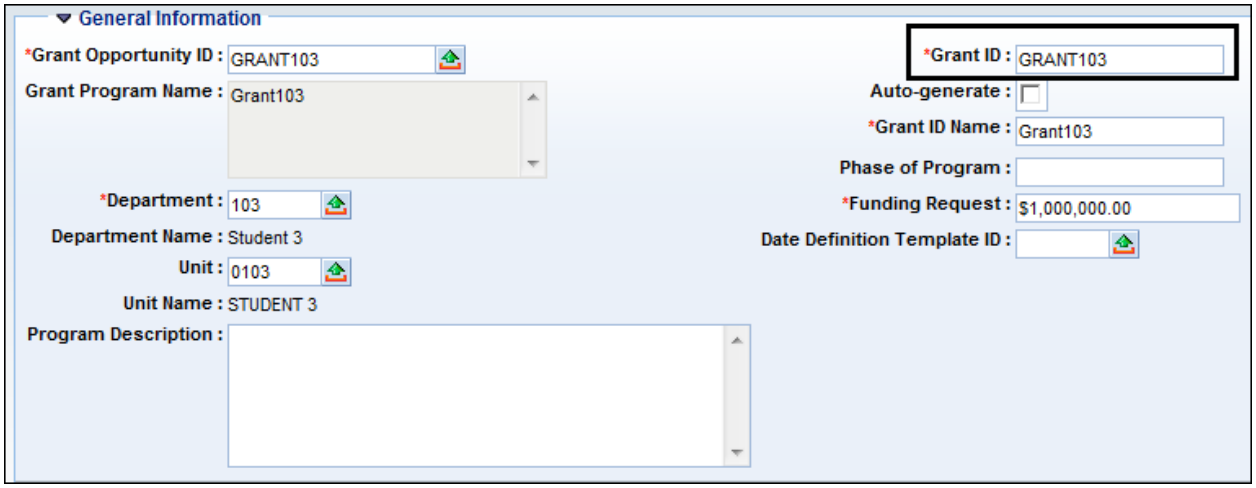
2. Click **Go**. The GTOPSF page opens and a search window is displayed.

B. Locate and view your Grant Opportunity within the Grant Opportunity Status Folder page.

1. In the **Grant Opportunity ID** field, enter ***the Grant Opportunity ID from your student data card***.
2. Click **Go.** Your Grant Opportunity record is displayed in the grid and the General Information component is displayed in the scalar.
3. With the **Grant Opportunity** component expanded on the secondary navigation panel, click the **Expand All (**down) arrow to open and review each section (e.g., **General Information, Funding Agency**, etc.) which contains the grant opportunity information interfaced from eCivis via the GTAP document.

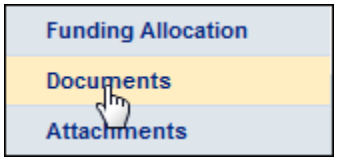
C. Navigate to the Grant Application Status Folder page and review the details of your new Grant Application.

1. At the bottom of the page, click the **Application** link. The Grant Application Status Folder opens to the Grant Application component, and the details for your Grant Application are displayed. (Note that you remain on the same grant record as you navigate among Status Folders using the links at the bottom of the Status Folder pages.)
2. Click the **Expand All (**down) arrow to open and review all the sections of the Grant Application component.
3. In particular note the **Grant ID** field in the **General Information** section which contains the *Internal Grant ID* from eCivis.

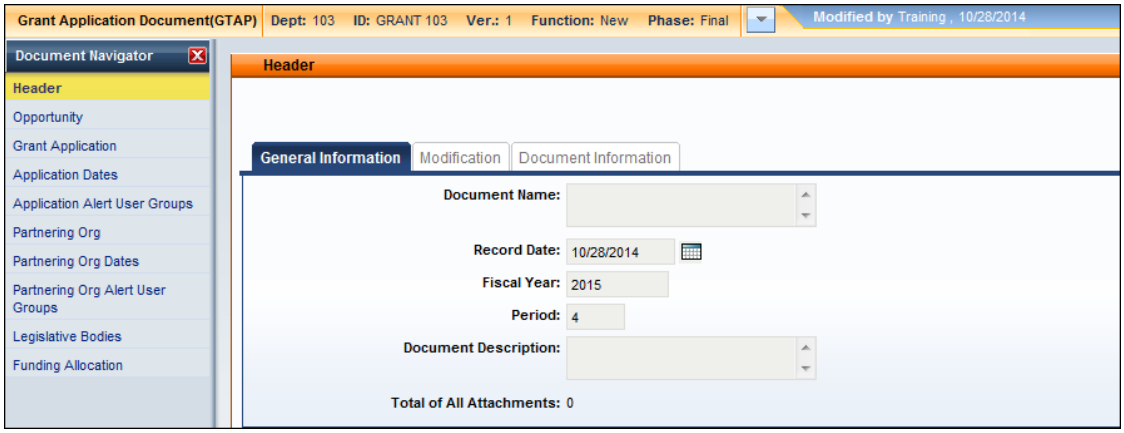


D. View the **Documents** component and open the interfaced **GTAP** document that created the records you just reviewed on the Grant Opportunity and Grant Application Status Folders.

1. On the Secondary Navigation Panel, click on the **Documents** component. Your interfaced GTAP document is displayed in the grid.



2. Click on the **link** for the GTAP document to open and review it.
3. As you navigate through the GTAP components on the secondary navigation panel and carefully review the information on the various tabs within each component, you will recognize the data that this document posted to the Grant Opportunity and Grant Application Status Folders. You will also notice that the document structure closely maps to the Status Folder structure.



4. Click **Home in the Primary Navigation Panel** to return to the Home Page.

4.5. State Process Overview – Grant Application Revision

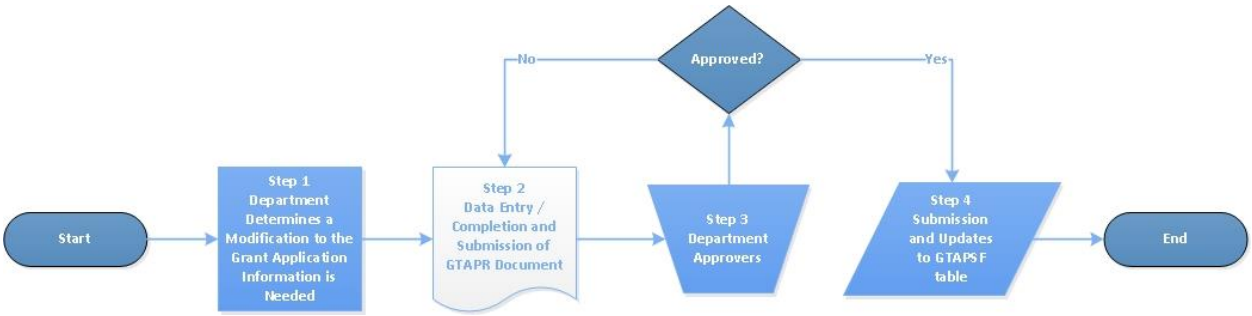
The steps below describe the statewide process for grant opportunity and application updates and/or corrections. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-005 and represented by Figure 3 below.

1. Departmental Grant Program Managers that are monitoring a Grant Application may determine that a modification is necessary. This modification may be for a correction, a change in the application information, or a change in the application status.
2. Grant Application updates and/or corrections needed for data not stored in eCivis may be directly entered in AFIS via manually created GTAPR documents. These documents are created using the Copy Forward feature from the original Grant Application (GTAP)

document. When the Copy Forward feature is used, the original application information is pre-populated in the new GTAPR document.

3. Departmental approval will be configured for the individual Departments as needed. If an approver determines the Grant Application Revision is in error or does not contain the correct supporting documentation, the document can be rejected.
4. When approved, the Grant Application Revision (GTAPR) document updates the Grant Application Status Folder (GTAPSF) table and the Grant Opportunity Status Folder (GTOPSF) table as applicable.

Figure 3: Process of Creating a Grant Application Revision (GM-TB-005)



4.6. Grant Application Revision Document Components

The Grant Application Revision Document (GTAPR) has the same components, tabs, and fields as does the Grant Application document (GTAP).

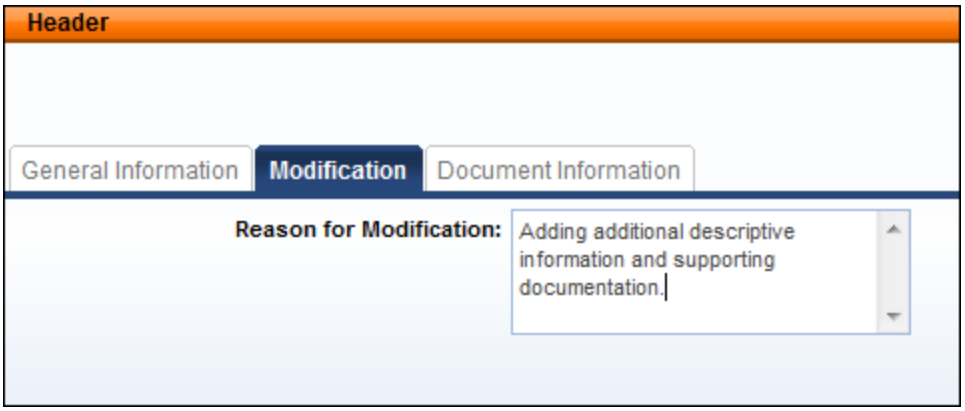
4.7. Grant Application Revision Data Entry

When created manually, the Grant Application Revision document (GTAPR) initiated in AFIS can only be created from existing Grant Application or Grant Application Revision documents using the Copy Forward feature. When the copy forward feature is performed, data for the Grant Application is inferred from the Grant Application Status Folder, not from the source document, to ensure the GTAPR document is pre-populated with the most current information.

It is important to remember that the eCivis integration with AFIS is a one-way integration from eCivis to AFIS. Therefore, Grant Application revisions made in AFIS are not automatically populated in eCivis. If updates are made directly in GLM to eCivis interfaced fields the eCivis interface will overwrite the changes with the eCivis information.

GTAPR Header

In the Header component, on the Modification tab, in the Reason for Modification field, enter the reason for using the GTAPR.



In the appropriate component and field, enter the updated, new, or corrected information for the Grant Application Revision document.

4.8. Entering a Grant Application Revision

Creating the GTAPR via the Copy Forward feature from the GTAP or GTAPR for the same Grant Application will infer all data from the Grant Application Status folder onto the GTAPR. The appropriate fields may then be added to, or modified on, the GTAPR. When submitted to Final phase, the GTAPSF and GTOPSF tables will be updated with the new or modified information.

ACTIVITY 4.8
Create a Grant Application Revision

Scenario

After recording the grant in GLM via the GTAP document, the Grant Manager subsequently adds more descriptive information and file attachments not captured in or interfaced from eCivis.

Setup

- ✓ User is logged in to the AFIS Home Page.
- ✓ A GTAP document has been submitted to Final phase.

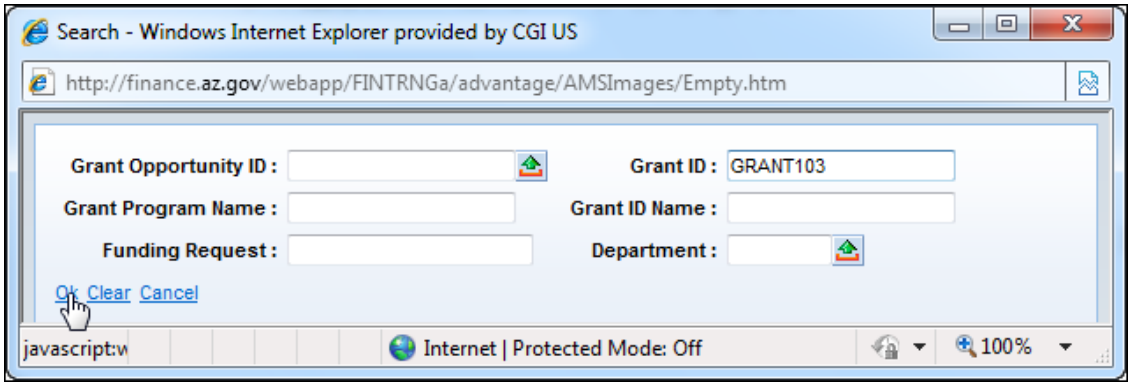
Steps

A. Use the **Jump to** field to navigate to the Grant Application Status Folder page.

1. In the **Jump to** field, enter ***GTAPSF***.
2. Click **Go.** The GTAPSF opens and a search window is displayed.

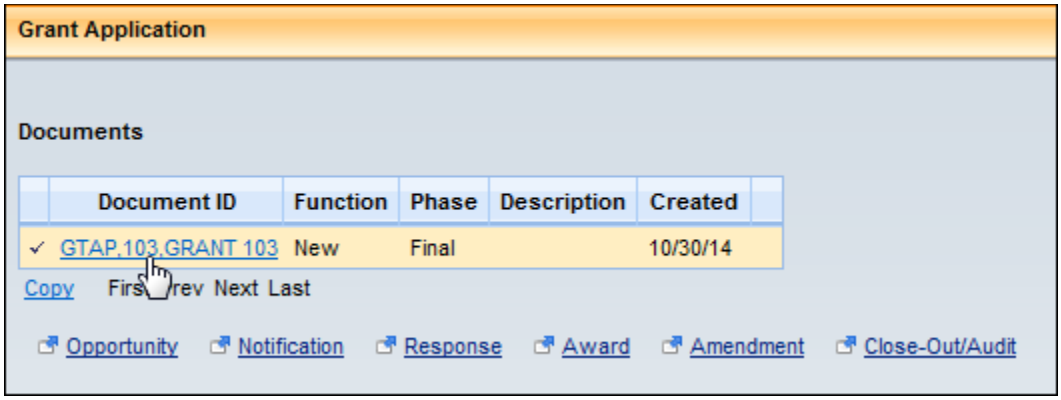
B. Search for the Grant Application.

1. In the **Grant ID** field, enter ***the Grant ID from your student data card*** *(matching the grant in the prior exercise)***.**
2. Click **OK**. The Grant Application record is displayed in the grid and the General Information component is expanded.

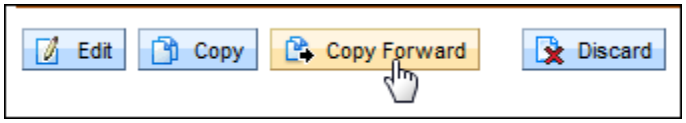


C. Generate the GTAPR document.

1. From the Secondary Navigation Panel, select **Documents**.
2. Click the **Document ID** link to open the GTAP document (the same document you opened in the prior activity).



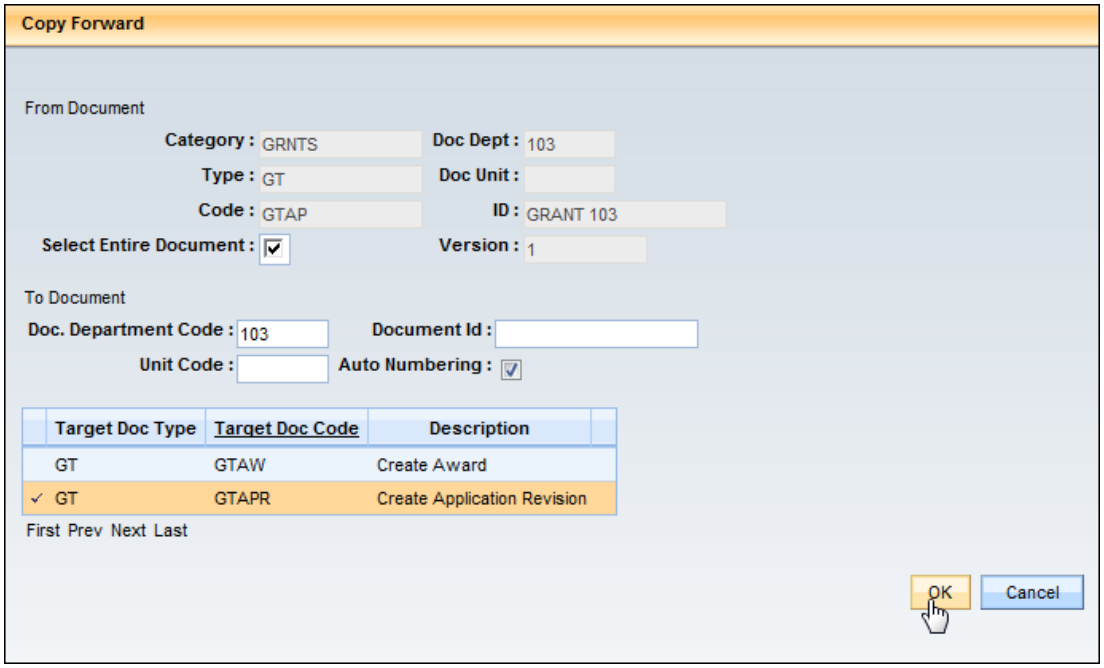
3. The GTAP document opens.
4. In the lower left corner of the document, click the **Copy Forward** button. The Copy Forward page is displayed.



5. In the grid, click the line for the **GTAPR** Target Doc Code.
6. In the **Doc. Department Code** field, enter ***the value from your student data card***
7. Check the **Auto Numbering** checkbox.

8.

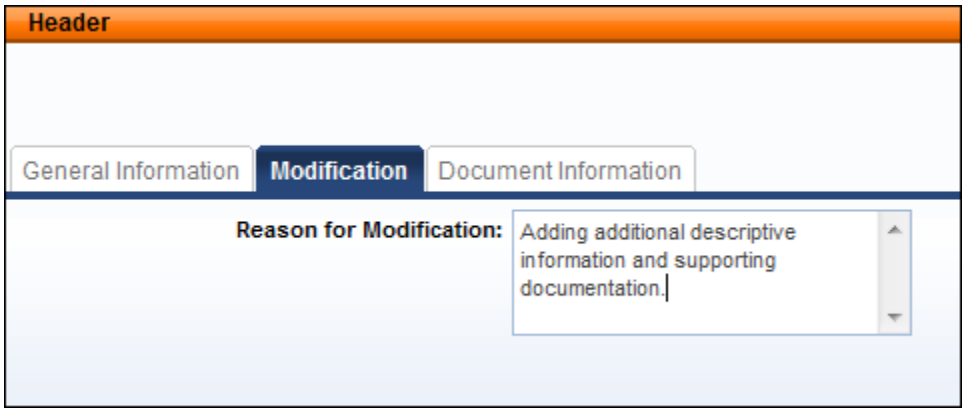
9. Click **OK**. The GTAPR document opens and the Header component is displayed. (Notice that the GTAPR document is pre-populated with the current information for the grant opportunity and application.)



D. Complete the Modification tab on the Header component.

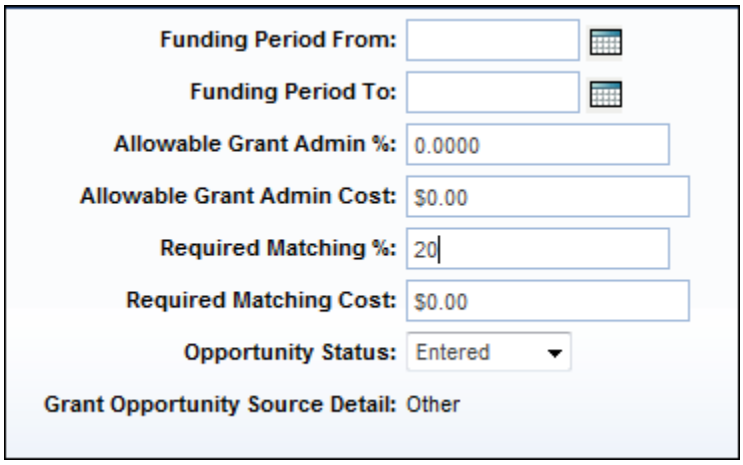
1. Click the **Modification** tab.

2. In the **Reason for Modification** field, enter ***Adding additional descriptive information and supporting documentation.***



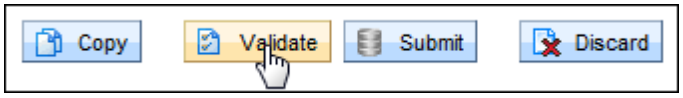
E. Update the descriptive information on the Grant Opportunity component.

1. From the Document Navigator, click **Opportunity**.
2. Click on the **General Information** tab and enter ***20*** in the **Required Matching %**.

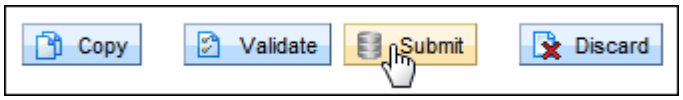


F. Check the GTAPR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist such as missing values in required fields, fix the errors and click the **Validate** button again.



2. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully**."
3. Click the **Submit** button to submit the document for approval once the document has been successfully validated.



4. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully**." (Note: Successfully submitted GLM documents will be routed for necessary approvals via AFIS Workflow.)

G. Use the Jump to field to navigate to the Grant Opportunity Status Folder.

1. In the **Jump to** field, enter ***GTOPSF***.
2. Click **Go.**
3. In the **Grant ID** field, enter ***the Grant ID from your student data card***.
4. Click **Ok**. The Grant Application is displayed in the grid and the General Information component is expanded.
5. Within the **Grant Opportunity** section, expand the **General Options** section to see the update made using the GTAPR document.
6. Click **Home in the Primary Navigation Panel** to return to the Home Page.

Lesson Summary

In this lesson, you:

- Examined the automated process for creating a Grant Application document
- Identified the components of the Grant Application document
- Reviewed an interfaced Grant Application document (from eCivis) with a Grant Opportunity reference
- Researched the Grant Opportunity and Application Status Folders

Check Your Progress

1. A Grant Application (GTAP) document is _____.

   a. Created in AFIS by the eCivis integration
   b. Automatically submitted to the Final phase
   c. Populated from eCivis with all required data
   d. All of the above
   e. a. and c. only

2. A Grant Application Revision (GTAPR) document may be created by the eCivis integration or manually.

   a. True
   b. False

3. When creating a GTAPR document by using the Copy Forward feature, the existing Grant Application data is inferred from _____.

   a. The source GTAP or GTAPR document
   b. The associated record on the GTAPSF
   c. eCivis
   d. None of the above

4. Any Grant Application changes made on a GTAPR document are automatically updated in eCivis via the integration between AFIS and eCivis.

   a. True
   b. False

5. Creating Grant Awards

Learning Objectives

In this lesson, you will:

- Examine the automated process of creating a Grant Award document from eCivis
- Identify the components of the Grant Award document
- Review an interfaced Grant Award document
- Examine the process of creating a Grant Award Revision document
- Revise a Grant Award using a Grant Award Revision document
- Research the Grant Award Status Folder

Lesson Overview

Grant Award (GTAW) documents record the details of Grant Awards received by State agencies from grantors. GTAW documents (like GTAP documents) are automatically interfaced from eCivis for grants that have been awarded. GTAW documents will not be created manually.

In this lesson, you will review the Grant Award process in AFIS, examine the structure and components of the Grant Award document, use the Grant Award Revision document to make changes to the data initially populated for the Grant Award, and research the Grant Award Status Folder to view the initial Grant Award as well as its revised data.

The Grant Award Program Management and Program Details sections will not be populated on the GTAW for the State. See the AFIS Cost Accounting training guide for information on setting up a grant on the AFIS cost structure pages.

5.1. State Process Overview – Grant Award

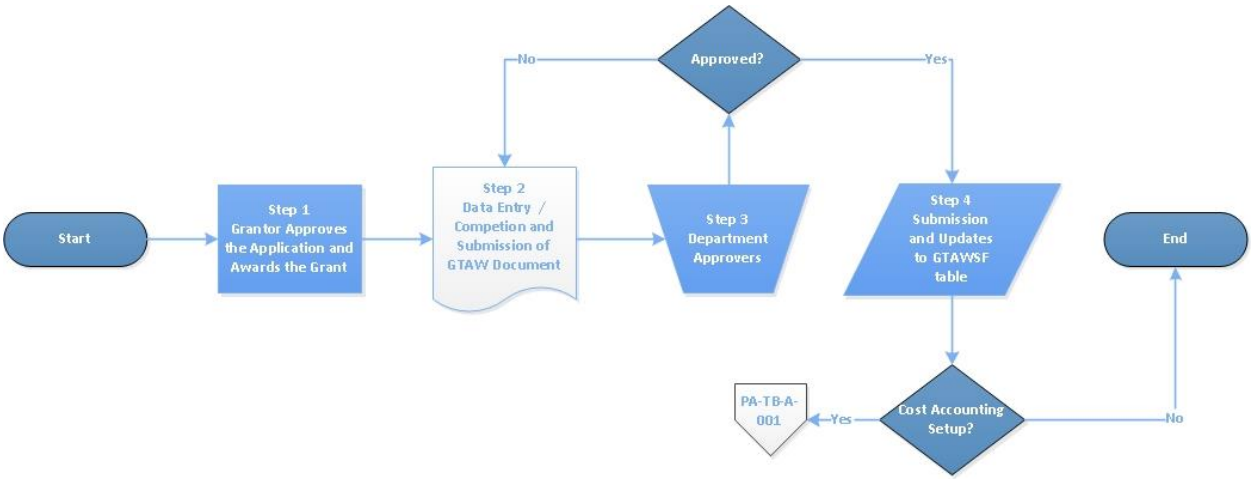
The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-006 and represented by Figure 4 below.

1. When a Grantor approves an application and awards a grant, the Award Number and corresponding agreement information are provided. The Departmental Grant Program Managers receive this information directly on behalf of the Department and the State.
2. When the status of a grant is changed to awarded in eCivis, the eCivis to AFIS interface generates a Grant Award (GTAW) document. GTAW documents are expected to be automatically processed straight through to the Final Phase via this interface. In cases where an interfaced GTAW document rejects due to errors with the interfaced data, the document

will be manually discarded by GAO, the information corrected by the departments in eCivis, and the GTAW document recreated through the interface process.

3. Supporting documentation for the Grant Award can be attached to the grant through a Grant Award Revision (GTAWR) document manually created by the departments. Attachments stored in eCivis are not included with the interfaced GLM documents. This information can include essentially any file format. Example attachments may include an electronic copy of the actual award contract.
4. Manually created GTAWR documents may be subject to Departmental approval. If an approver determines the Grant Award Revision document was entered incorrectly or does not contain the correct supporting documentation, the document can be rejected.
5. Grant Award (GTAW) and Grant Award Revision (GTAWR) documents update the Grant Award Status Folder (GTAWSF) table.

Figure 4: Process of Creating a Grant Award (GM-TB-006)



5.2. Grant Award Document Components

Grant Award (GTAW) documents are automatically generated via integration with eCivis and are not manually created in AFIS.

Documents in AFIS are made up of various components (sometimes referred to as 'sections'). GTAW documents contain 13 components.

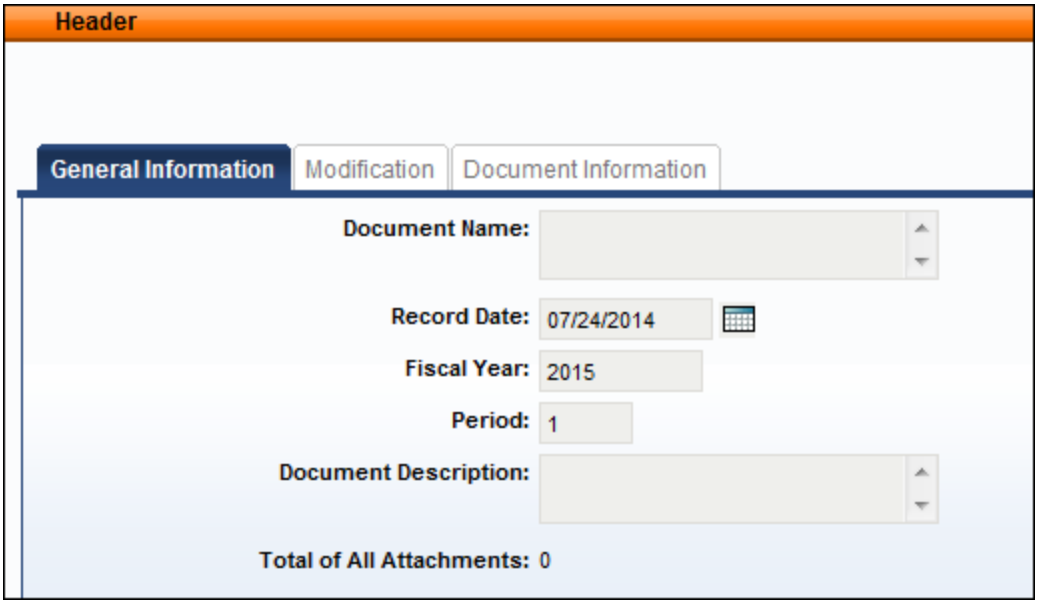
The components of a Grant Award document are:

- **Header** – Stores values that apply to the entire document
- **Grant Award –** Contains details of the Grant Award, including the Grant ID which will be used to link the Grant Award record with the associated cost structure in the AFIS Cost Accounting area.
- **Award Dates** – Optional. Displays the award dates associated with the Grant Award.

- **Award Alert User Groups** – Optional. Allows you to identify the users to be notified about specific award dates.
- **Program Management** – Used to enter AFIS cost structure details at the Major Program level. Will not be used in AFIS as the cost accounting specialist will separately generate the Cost Accounting Setup (CAS) document once the GTAW has been completed.
- **Program Details –** Used to enter AFIS cost structure details at the Program and Phase levels. Will not be used in AFIS as the cost accounting specialist will separately generate the Cost Accounting Setup (CAS) document once the GTAW has been completed.
- **Program Mgmt Dates** – Optional. Can be used to included optional centrally controlled Grant Date as well as department specific Grant User Group Templates.
- **Program Mgmt Alert User Groups** – Optional. Can be used to identify Grant Users of partnering organizations to whom alert notifications can be sent regarding the Grant Award.
- **Reporting –** Optional. Allows you to view or create reporting schedules to remind the Program Manager of when information should be reported back to the grantor. This section supports the management of grants by ensuring Grant User are reminded of upcoming due dates.
- **Reporting Dates –** Optional. Lists all of the information that is required to for the reporting requirements identified in the Reporting component. Includes Due Date, Completion Date, and allows you to identify the individuals who should be notified about the reporting requirement.
- **Legislative Bodies** – Not used by the State at this time. Used to track Grant Awards that are received on behalf of the various governmental branches/jurisdictions.
- **Funding Allocation** – Not used by the State at this time. Used to track the Requested, Awarded, and Amended amounts associated with a specific Supervisorial Districts (governmental branches/jurisdictions) or Service Planning Area (SPA).

GTAW Header Component

The Header component stores values that apply to all components of the GTAW document. The General Information tab contains descriptive fields and date information common to most document headers.



GTAW Header – General Information Tab

The General Information tab contains the typical Header component fields for most AFIS documents including the optional Document Name and Description fields, as well as the system inferred Record Date, Fiscal Year and (Accounting) Period fields.

GTAW Header – Modification Tab

This tab is not used. Any changes to the details within a GTAW document once it reaches Final phase are to be processed via the Grant Award Revision (GTAWR) document (see Topic 5.6 Grant Award Revision Document Components).

GTAW Header – Document Information Tab

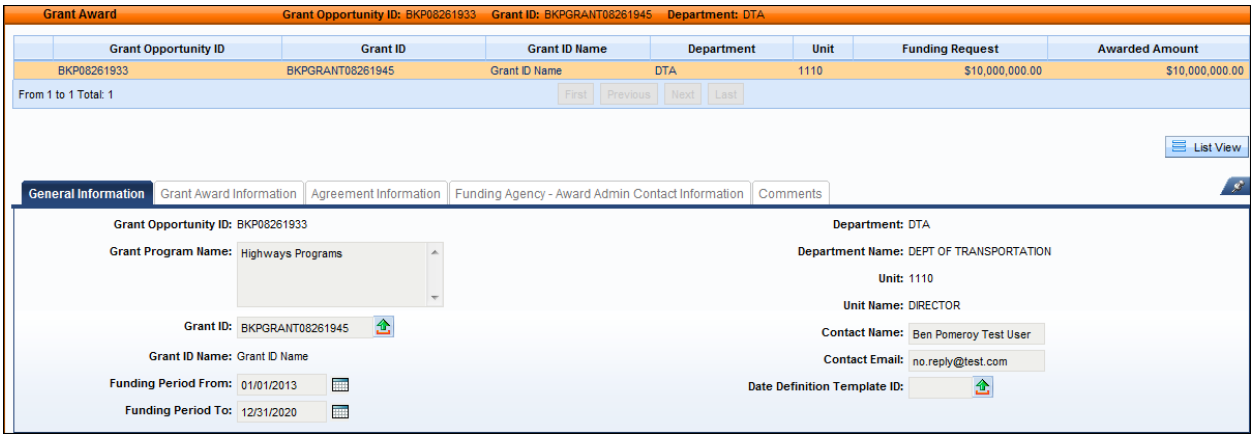
The Document Information tab displays the user ID and dates for document creation and modification.

GTAW Grant Award Component

The Grant Award component contains details of the Grant Award.

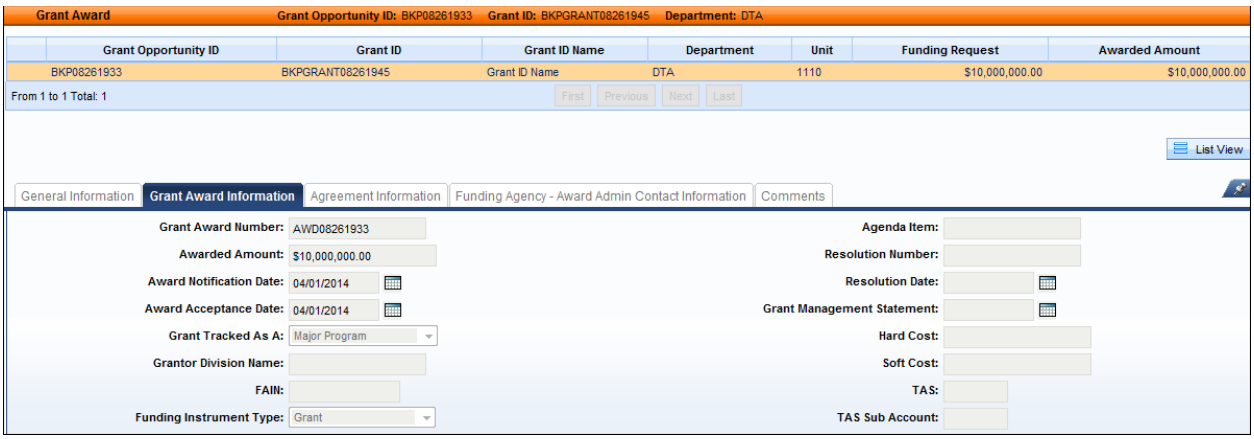
GTAW Grant Award – General Information Tab

This tab provides information such as the unique Grant ID that the Grant Award is referencing and the Grant Opportunity ID associated to the Grant Application.



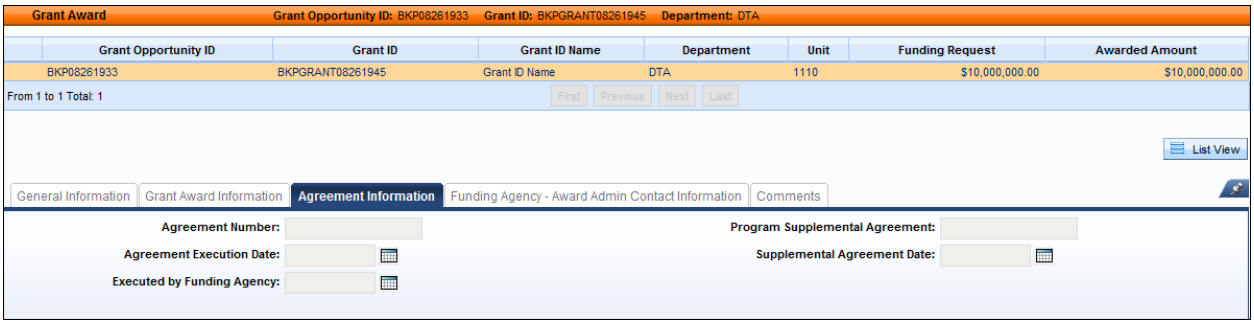
GTAW Grant Award – Grant Award Information Tab

This tab allows you to enter information specific to the award with the Awarded Amount and Award Notification Date fields being required fields.



GTAW Grant Award – Agreement Information Tab

This tab allows you to enter information specific to the agreement including the specific Agreement Number and any Supplemental Program Agreement with their associated dates.



GTAW Grant Award – Funding Agency – Award Admin Contact Information Tab

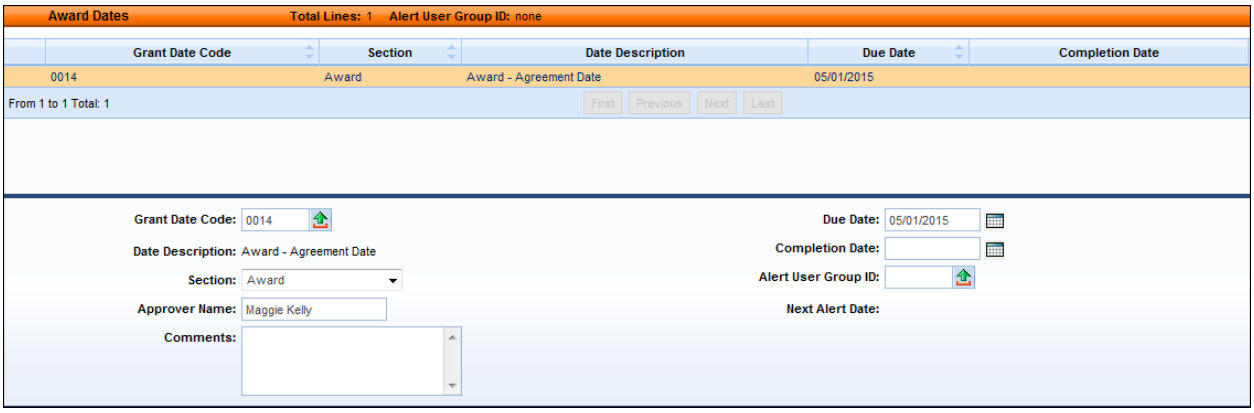
This tab provides Award Admin Contact Information for the Funding Agency. This information is inferred from the Grant Opportunity and allows you to modify the Funding Agency from a picklist, which infers the contact information and address information. Updated contact information for the Funding Agency is not updated in the Grant Opportunity.

GTAW Grant Award – Comments Tab

This tab allows you to enter any comments about this Grant Award.

GTAW Award Dates Component

The Award Dates component displays the award dates associated with the Grant Award. The Award Dates can be added one record at a time in this component or the dates can be loaded from the Date Definition Template.



GTAW Award Alert User Groups Component

The Award Alert User Groups component allows you to indicate the users that you want notified about specific award dates. You can select a Grant User Group Template from the Alert User Group ID picklist on the Award Dates component, and then click the Load Alert Grant User Group Template link to load all

users that belong to that template. You can manually add Grant Users, delete users loaded from the template, and you can modify the email address for Grant Users added from the template.

Award Alert User Groups				
Grant User	Name	Department	Unit	Email
MKELLY	Maggie Kelly	103		mary.kelly@work.com

GTAW Program Mgmt Component

Within the State, there is usually a division of labor between the programmatic side of the house and the accounting side of the house. Though this GLM component provides one available method to establish the grant's cost structure, it will not be used to do so at this time. Instead, the cost structure will be manually established by a financial accountant using the Cost Accounting Setup (CAS) document, once the GTAW document is in Final phase. The brief tab descriptions provided below are for information purposes only, should this document component be used in the future.

GTAW Program Mgmt – General Information Tab

This tab displays general information such as Grant Opportunity ID and Grant ID associated with the Program Management.

GTAW Program Mgmt – Major Program Details Tab

This tab associates basic Cost Accounting elements with the Grant Award (e.g., Major Program).

GTAW Program Mgmt – Matching Tab

This tab allows Matching Details to be created, modified, or deleted.

GTAW Program Mgmt – Project Manager Contact Information Tab

This tab allows the Grant User to select the **Contact ID** from the picklist and it infers all of the information from the Contact (CNTAC) table.

GTAW Program Mgmt – Comments Tab

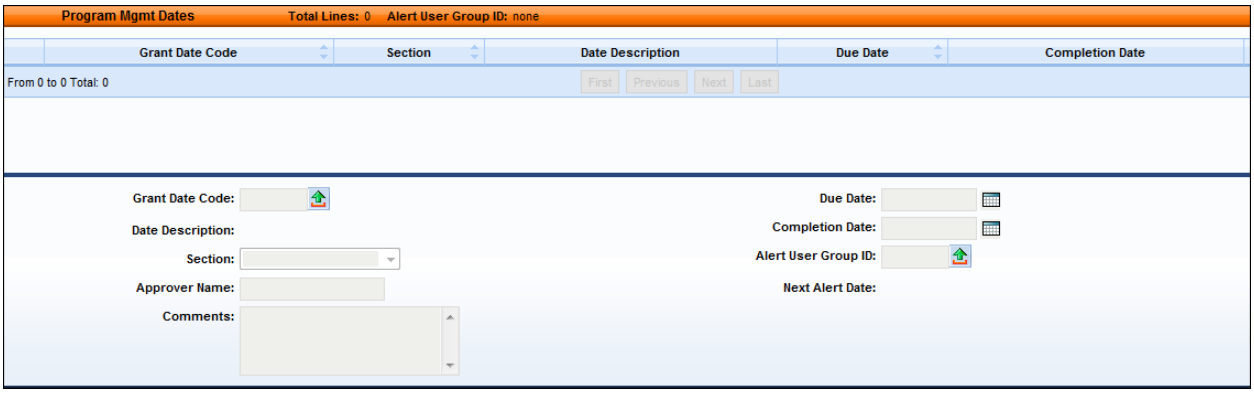
This tab allows you to enter any comments about this Program Management.

GTAW Program Details Component

This component will not be used at this time. Instead, the cost accounting specialist will generate the appropriate program details for the Grant Award separately on the Cost Accounting Setup (CAS) document, once the GTAW document is in Final phase.

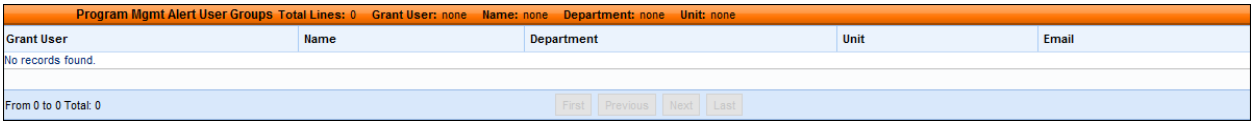
GTAW Program Mgmt Dates Component

The Program Management Dates component may be used to identify a lists all of the dates that are associated with the Program Management record. Each Program Management record can have different dates.



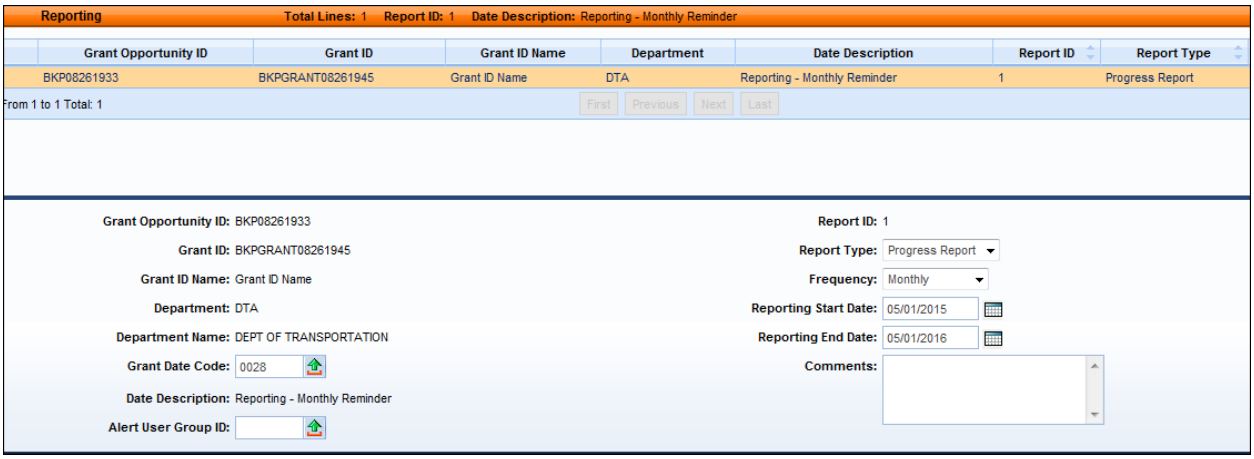
GTAW Program Mgmt Alert User Groups Component

The Program Management Alert User Groups component allows you to identify users that to be notified about the program management dates on the Program Management Dates component.



GTAW Reporting Component

The Reporting component allows you to view or create reporting schedules to remind the Program Manager of when information should be reported back to the grantor. This component supports the management of grants by ensuring that the Grant User is reminded appropriately of upcoming due dates.



GTAW Reporting Dates Component

This component lists all of the dates that are required for Reporting, displays the Due Date, and tracks the Completion Date for each Reporting Date record.

Reporting Dates Total Lines: 10+ Alert User Group ID: none

Grant Date Code	Section	Date Description	Due Date	Completion Date
0028		Reporting - Monthly Reminder	05/01/2015	
0028		Reporting - Monthly Reminder	05/30/2015	
0028		Reporting - Monthly Reminder	07/01/2015	
0028		Reporting - Monthly Reminder	07/31/2015	
0028		Reporting - Monthly Reminder	09/01/2015	
0028		Reporting - Monthly Reminder	10/01/2015	
0028		Reporting - Monthly Reminder	10/30/2015	
0028		Reporting - Monthly Reminder	12/01/2015	
0028		Reporting - Monthly Reminder	12/31/2015	
0028		Reporting - Monthly Reminder	02/01/2016	

From 1 to 10 Total: 10+ First Previous Next Last

Grant Date Code: 0028
Date Description: Reporting - Monthly Reminder
Section:
Approver Name:
Comments:
Due Date: 05/01/2015
Completion Date:
Alert User Group ID:
Next Alert Date:

GTAW Reporting Alert User Groups Component

The Reporting Alert User Groups component allows you to identify the Grant Users to be notified about the reporting dates on the Reporting Dates component.

Reporting Alert User Groups

Grant User	Name	Department	Unit	Email
MKELLY	Maggie Kelly	103		mary.kelly@work.com

5.3. Grant Award Data Entry

Grant Award (GTAW) documents are automatically created and submitted to the Final phase from the eCivis integration.

In this activity you will review the updates made to the Grant Award Status Folder in AFIS by the interfaced GTAW document, and open and review the Grant Award (GTAW) document itself.

GTAW Header

The GTAW document opens to the Header component, General Information tab which contains the typical Document Name, Record Date, Fiscal Year, (Accounting) Period and Document Description fields of most AFIS documents. The Record Date, Fiscal Year and (Accounting) Period fields are auto populated when the document is submitted to Final phase.

GTAW Grant Award

The GTAW's Grant Award component contains the details of the funding awarded from the grantor. All required fields, among others, are populated from the eCivis integration.

GTAW Grant Award – General Information

The following fields may require input if available based on the transaction:

- **Grant ID** – Used to distinguish the multiple applications that may occur against a single Grant Opportunity ID. The Grant ID is created when the Grant Application is processed on the Grant Application (GTAP) document.
- **Funding Period From** – Indicates the date that funding for the specified opportunity begins.
- **Funding Period to** – Indicates the date that funding for the specified opportunity ends.

GTAW Grant Award – Grant Award Information

This tab allows you to enter information specific to the agreement. The following fields may require input if available based on the transaction:

- **Grant Award Number** – The identification for a Grant Award provided by the Grantor.
- **Awarded Amount** – Required. The total dollar amount awarded by the funding agency. The amount cannot exceed maximum or minimum values recorded in the Grant Opportunity table
- **Award Notification Date** – Required. Indicates the date the Grant User is notified that the Grant Opportunity is awarded.
- **Grant Tracked As A** - Required. Awards will use either the value Program Period or Funding Line within this field (as advised by the accounting team for each Grant Award). This is used for reporting purposes later even if the CAS is not produced from GTAW. This value does not come from eCivis.
- **Grantor Division Name** – Optional field used to define the name of the division that manages the grant.
- **FAIN –** Optional field used to identify new Federal grants and cooperative agreements that are subject to executive compensation and sub-award reporting.
- **Funding Instrument Type** – Identifies whether the opportunity or award derives from a *grant*, *procurement contract*, *cooperative agreement*, or other funding source. At least one Funding Instrument Type will be required for the grant opportunity.
- **TAS –** An optional two-digit agency identifier and a four-digit main account code. The TAS is an identification code assigned by the Department of the Treasury, in collaboration with the Office of Management and Budget (OMB) and the owner agency, to an individual appropriation, receipt, or other fund account.
- **TAS Sub Account –** A three-digit code that is required if TAS is populated; otherwise, it is optional. If TAS is entered and TAS Sub Account is blank, the system will default a code of '000' when the award is saved/validated.

GTAW Grant Award – Agreement Information

The following fields may require input if available based on the transaction:

- **Agreement Number** –The identifier for an agreement that is provided by the Funding Agency.
- **Agreement Execution Date** – the date that the funds are to be disbursed from the granting entity.

GTAW Grant Award – Funding Agency – Award Admin Contact Information

This tab provides award administrative contact information for the Funding Agency as this may be different from the agency contact information regarding the Grant Application. This information is inferred from the Grant Opportunity and allows you to modify the **Funding Agency** from a picklist, which infers the contact information and address information. Updated contact information for the **Funding Agency** is not updated in the Grant Opportunity. The following fields may require input if available based on the transaction:

- **Funding Agency** – The unique identification for the agency that is providing the funding for the Grant Opportunity. The **Funding Agency** field provides a picklist to the Vendor/Customer (VCUST) table.
- **CFDA Number** – Provides the identification number for the Catalog of Federal Domestic Assistance (CFDA), which identifies all Federal programs available to State and Local governments. Each program is assigned a unique number in the federal database.
- **Contact Name** – Provides the name of the contact associated with the selected Funding Agency. The value in the **Contact Name** field is inferred from the **Principal Contact** field on the Contact Information tab for the *Billing* **Address Type** record on the Address component of the Vendor/Customer table for the selected vendor/customer.

GTAW Award Dates

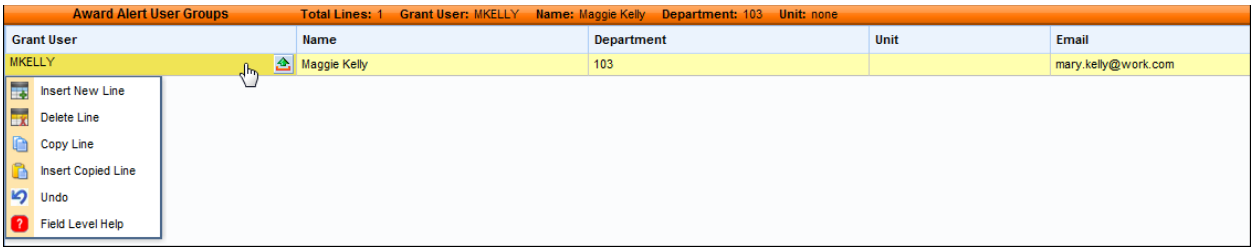
The following are the key fields on the General Information tab:

- **Grant Date Code** – The Grant Date Codes are set up centrally on the Grant Date Definition table. This field uniquely identifies the Grant Date record. Based on the Grant Date Code selected, after selecting Save, all information from the Grant Date Definition table is inferred.
- **Section** – This field can have a variety of pre-set values relating to the entire GLM lifecycle, including Award Acceptance Approval Process, Miscellaneous Award Requirements and more.
- **Due Date** – The date when the activity relating to the particular Grant Date Code must be completed.
- **Completion Date** – Provides the date that the selected Grant Date was completed.
- **Alert User Group ID** – Provides a picklist to the User Group Template ID field on the User Group Template table. All Grant Users associated with the selected user group template are loaded to the GTAW after the **Load Alert User Group Template** link is selected.

GTAW Award Alert User Groups

The Award Alert User Groups component allows you to indicate the users that you want notified about specific award dates. With GTAW documents being interfaced from eCivis for straight-through processing (to the Final phase), Award Alert User Groups would typically be entered manually by the department on a manually created Grant Award Revision (GTAWR) document. You can select a Grant User Group Template from the **Alert User Group ID** picklist on the Award Dates component, and then click the **Load Alert Grant User Group Template** link to load all users that belong to that template.

This component is automatically displayed in the Grid format (i.e., tabular format similar to a spreadsheet). Several data entry options are provided by right-clicking on a record in the grid.



To delete a user, right-click on the line you want to delete and select **Delete Line** from the right-click options that appear.

To modify a record, click in the field needing the update and make the change.

To manually add Grant Users and/or other individuals to receive alert notifications, select the **Insert New Line** button or right-click option

The Grant User, Department, and Unit fields are not required which allows the addition of a Name and Email address for someone who may not be setup as a Grant User (e.g., for an email notification sent to an external party).

5.4. Review a Grant Award

Grant Award (GTAW) documents are automatically interfaced from eCivis and are submitted to Final phase when a grant's status is changed to awarded in eCivis.

Once the GTAW achieves the Final phase, the record of the Grant Award is located within the Grant Award Status Folder (GTAWSF).

In this activity you will review an interfaced Grant Award (GTAW) document and the associated record on the Grant Award Status Folder (GTAWSF).

ACTIVITY 5.4

Review a Grant Award document

Scenario

Your department has been awarded a Federal grant for $1,000,000. The grant opportunity, Grant Application, and Grant Award have been recorded in eCivis. The eCivis interface has generated a Grant Award (GTAW) document and submitted it to the Final phase in AFIS. Navigate to the Grant Award Status Folder (GTOPSF) to view the new record created from the interfaced Grant Award (GTAW) document.

Setup

- ✓ User is logged in to the AFIS Home Page.
- ✓ Activity 4.8 fully completed.

Steps

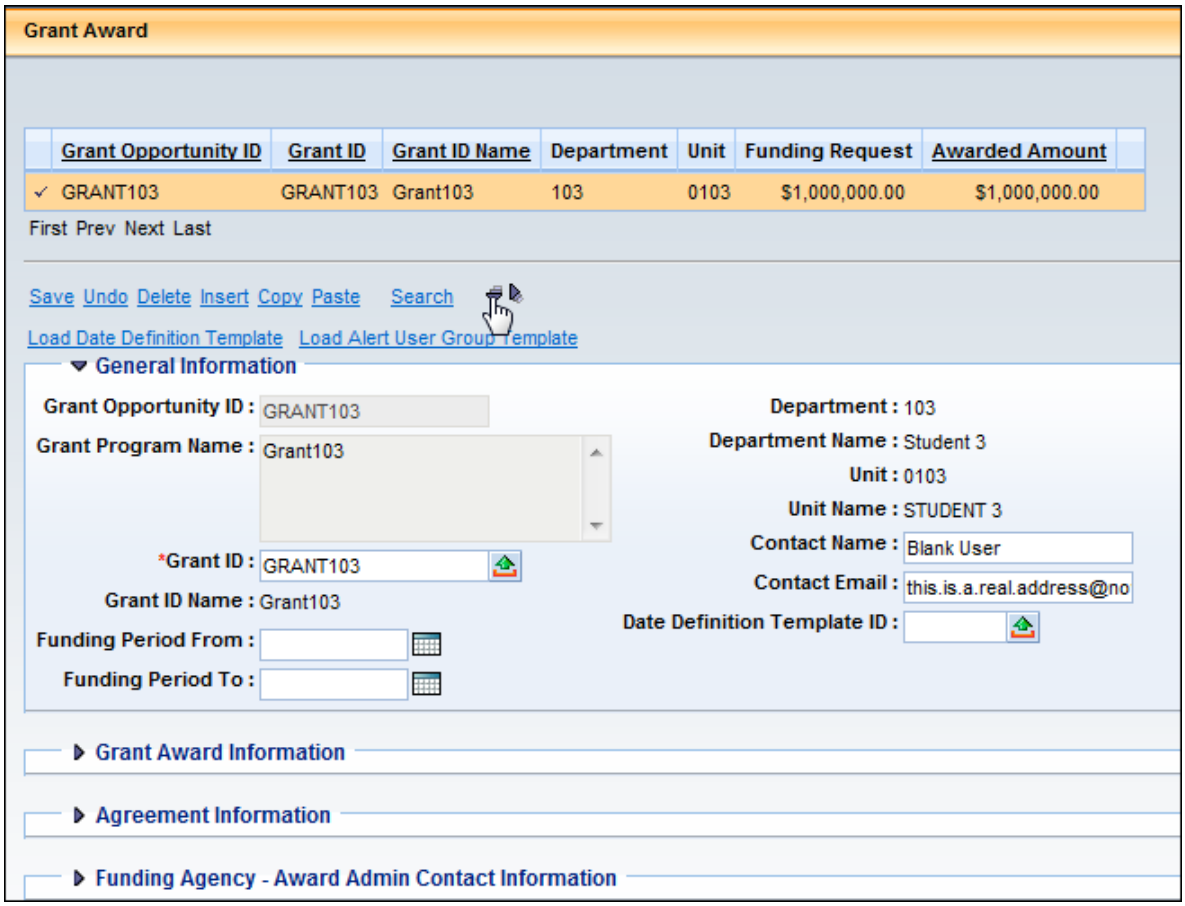
A. Use the **Jump to** field to navigate to the Grant Award Status Folder page.

1. In the **Jump to** field, enter ***GTAWSF***.
2. Click **Go.** The GTAWSF opens and a search window is displayed.

B. Search for and review the Grant Award within the Grant Award Status Folder page.

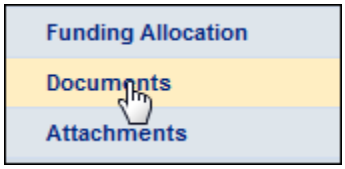
1. In the **Grant ID** field, enter ***the Grant ID from your student data card*** *(matching the grant in the prior exercise)***.**
2. Click **OK**. The Grant Award record is displayed in the grid and the General Information component is expanded.

3. With the **Grant Award** component expanded on the secondary navigation panel, click the **Expand All (**down) arrow to open and carefully review each section (e.g., **General Information, Grant Award Information, Agreement Information**, etc.) which contains the Grant Award information interfaced from eCivis via the GTAW document.



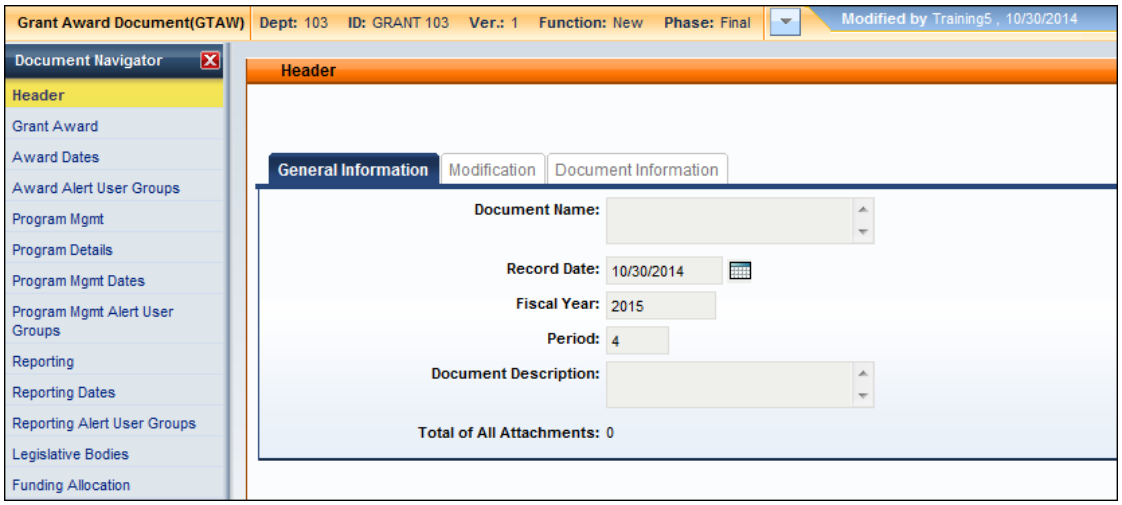
C. View the **Documents** component and open the interfaced **GTAW** document that created the records you just reviewed on the Grant Award Status Folder.

1. On the Secondary Navigation Panel, click on the **Documents** component. Your interfaced GTAW document is displayed in the grid.



2. Click on the **link** for the GTAW document to open and review it.

3. As you navigate through the GTAW components on the secondary navigation panel and carefully review the information on the various tabs within each component, you will recognize the data that this document posted to the Grant Award Status Folder. You will also notice that the document structure closely maps to the Status Folder structure.



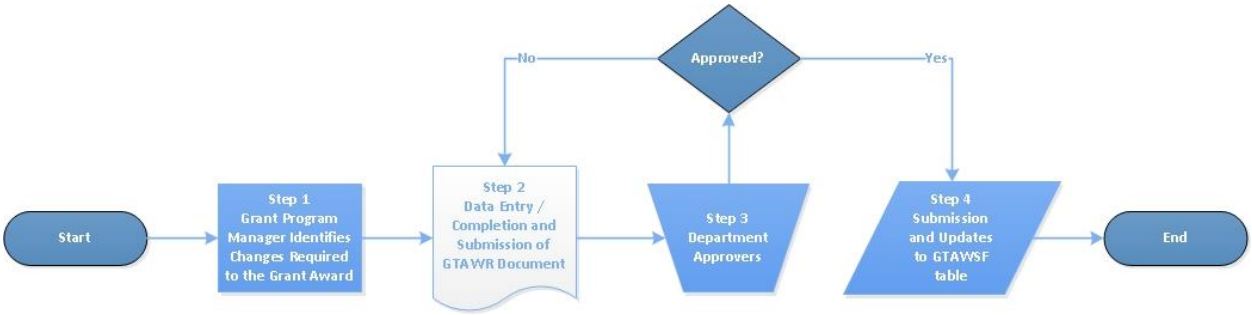
4. Click **Home in the Primary Navigation Panel** to return to the Home Page.

5.5. State Process Overview – Grant Award Revision

The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-007 and represented by Figure 5 below.

1. A Department's Grant Program Manager determines when a modification is required to the Grant Award. This modification would be an update or a correction to the award information. It would NOT include any amendments to the Grant Award contract. Such corrections may be due to data errors received from the Grantor or made when the Grant Award information was entered in eCivis.
2. A Grant Award correction is recorded through a Grant Award Revision (GTAWR) document. This document is created as a Copy Forward from the Grant Award (GTAW) document. When the Copy Forward feature is used, the current award information is included in the new GTAWR document. Supporting documentation for Grant Award can be attached to the GTAWR document. Note that supporting documentation stored in eCivis is not included in the interfaced GTAW document. This information can be used to document and/or justify the correction.
3. A manually created GTAWR document will be submitted for Departmental approval. If an approver determines the Grant Award Revision is in error or does not contain the correct supporting documentation, the document can be rejected.
4. When reaching the Final phase, the Grant Award Revision (GTAWR) document updates the Grant Award Status Folder (GTAWSF) table.

Figure 5: Process of Creating a Grant Award Revision (GM-TB-007)



5.6. Grant Award Revision Document Components

The Grant Award Revision Document (GTAWR) has the same components, tabs, and fields as does the Grant Award document (GTAW).

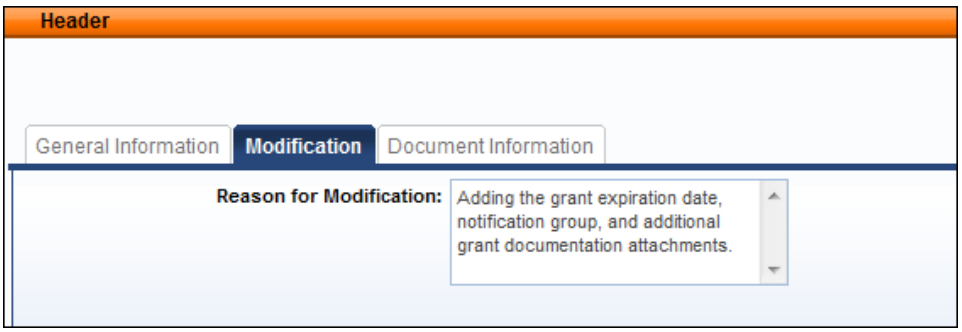
5.7. Grant Award Revision Data Entry

A Grant Award Revision document (GTAWR) initiated in AFIS is created by using the Copy Forward feature from the most recent Grant Award or Grant Award Revision document. When the Copy Forward is performed, the data on the GTAWR document is inferred from the Grant Award Status Folder, not from the source document.

It is important to remember that the eCivis integration with AFIS is a one-way integration from eCivis to AFIS. Grant Award revisions made in AFIS are not interfaced from AFIS to eCivis. In addition, any revisions to the Grant Award that impact the cost structure (effective dates, award amount, etc.) must also be applied to the cost structure by central Cost Accounting through completion of a Cost Accounting Modification (CAM) document or appropriate budget updates. See the Cost Accounting Training Guide for additional information.

GTAWR Header

In the Header component, on the Modification tab, in the **Reason for Modification** field, enter the reason for the need to update or correct the Grant Award.



In the appropriate component and field, enter the new or corrected information for the Grant Award Revision document.

5.8. Entering a Grant Award Revision

A Grant Award Revision (GTAWR) document is created using the Copy Forward feature from the Grant Award (GTAW) document used to establish the Grant Award record in AFIS, or from an existing Grant Award Revision (GTAWR) document.

ACTIVITY 5.8
Create a Grant Award Revision

Scenario

As the Grant Manager, add the **Date Code** that indicates when the Grant Award will expire. As part of creating the Date record, specify the applicable dates and the Grant Users (via a Grant User Template) who will receive notification alerts as the grant expiration approaches. Add supporting documentation (i.e., file attachments) to the Grant Award record, which serves as a repository for grant documentation.

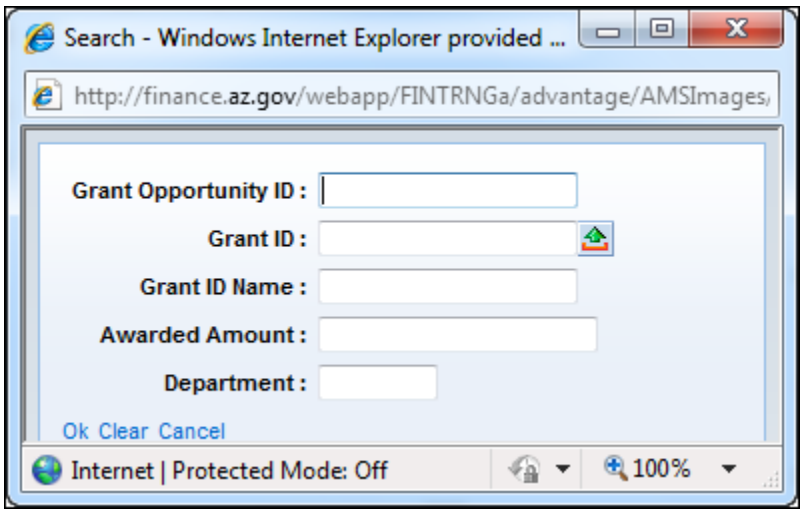
Setup

- ✓ User is logged in to the AFIS Home Page.
- ✓ Final phase

Steps

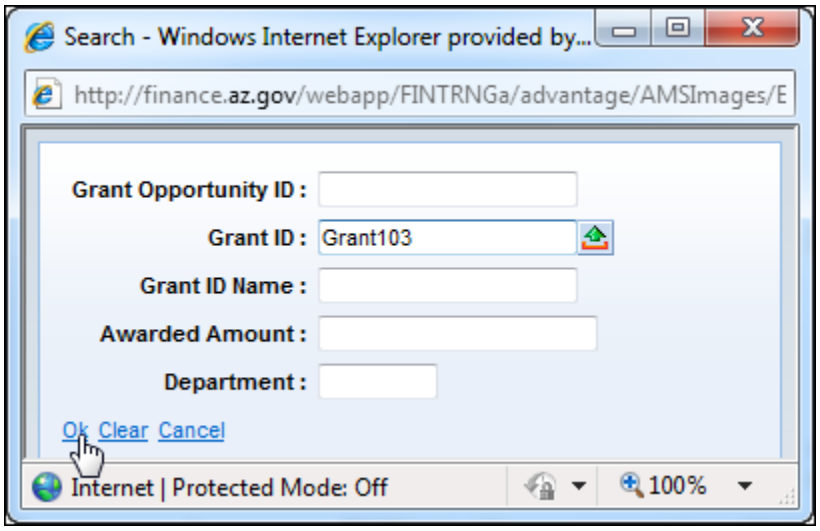
A. Navigate to the Grant Award Status Folder and locate your Grant Award.

1. In the **Jump to** field, enter ***GTAWSF***.
2. Click **Go**. The Grant Award Status Folder page opens and a search window is displayed.



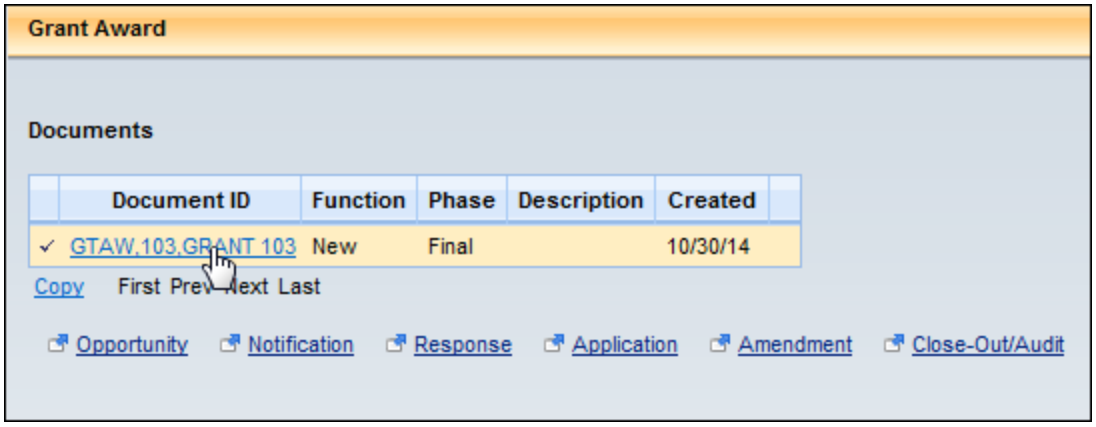
3. In the **Grant ID** field, enter ***the Grant ID from your student data card***.

4. Click **Ok**. The Grant Application record is displayed in the grid.



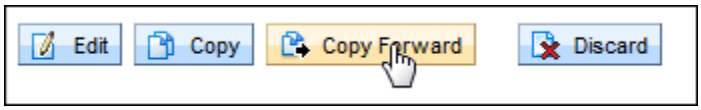
B. Navigate to your GTAW document.

1. On the Secondary Navigation Panel, click **Documents.** A link to your GTAW document is displayed in the grid.
2. Click the **Document ID** link for your GTAW document. The GTAW document opens.



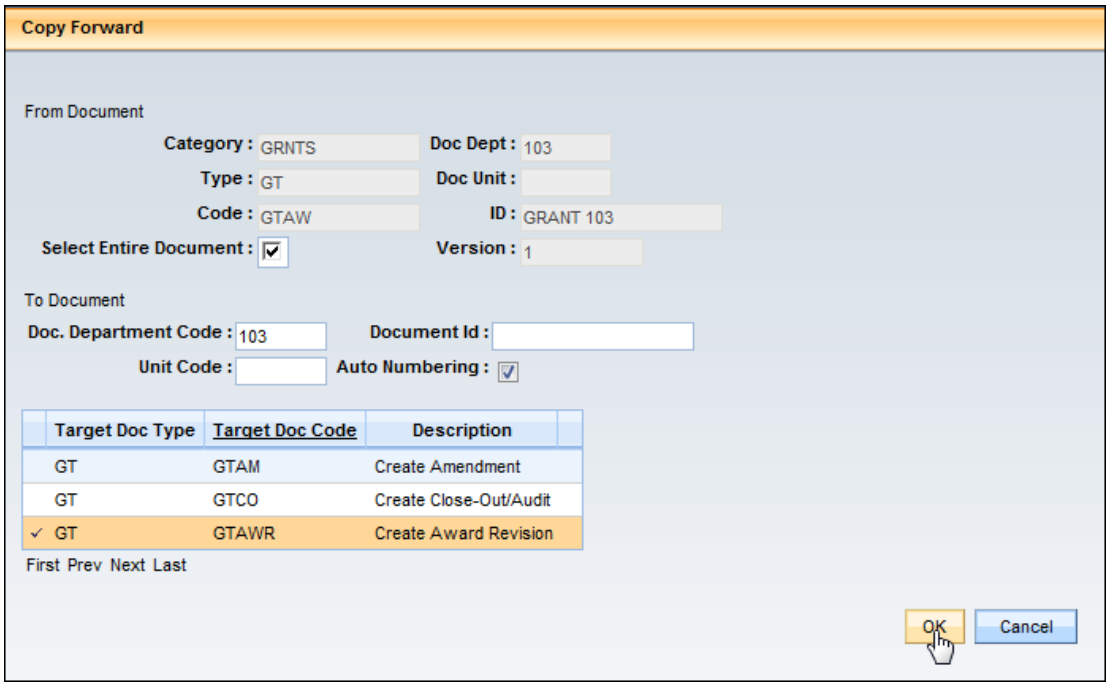
C. Use the Copy Forward feature to create a GTAWR document.

5. At the bottom left corner of the GTAW, click the **Copy Forward** button. The Copy Forward page opens.



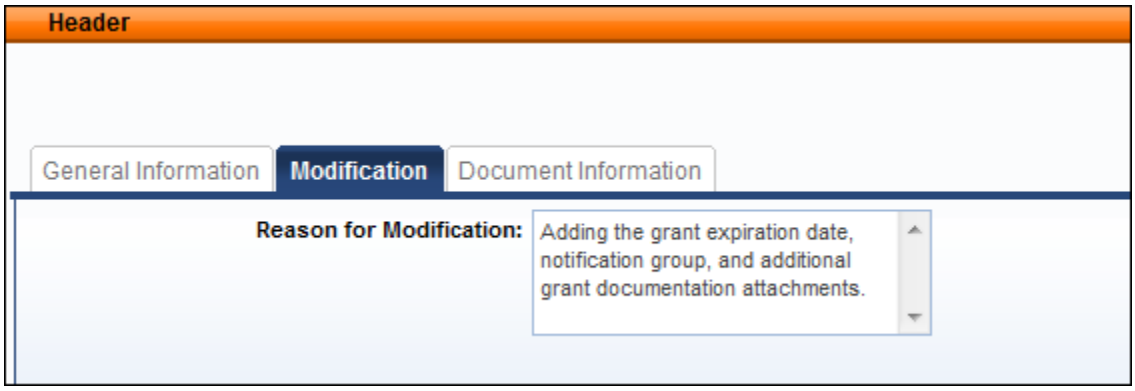
6. In the **Doc Department Code** field, enter ***the Department Code from your student data card.***
7. Check the **Auto Numbering** checkbox.
8. In the Target Doc Code grid, click the line for **GTAWR.**

9. Click **OK**. The GTAWR document opens and the Header component is displayed. When the GTAWR is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.



D. Complete the Modification tab on the Header component.

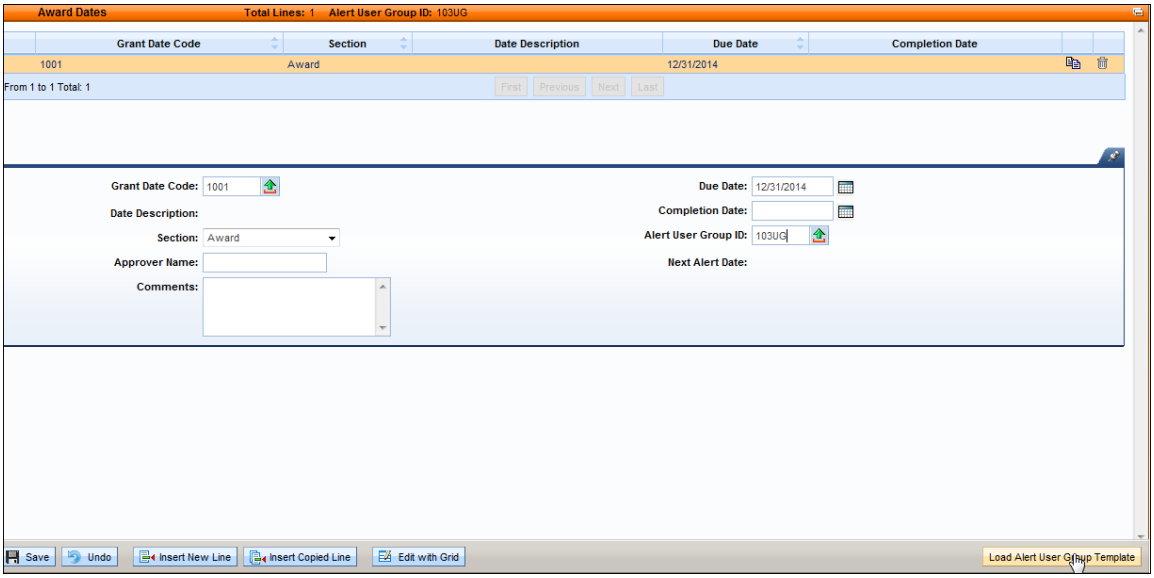
1. Click **Modification** tab.
2. In the **Reason for Modification** field, enter ***Adding the grant expiration date, notification group, and additional grant documentation attachments***.



D. Complete the Award Dates component.

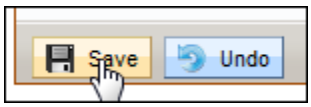
1. On the Document Navigator Panel, click **Award Dates.**
2. Click **Insert New Line** to add an Award Date.
3. In the **Grant Date Code** field, enter ***1001***.
4. From the **Section** field drop-down list, select ***Award.***
5. In the **Due Date** field, enter ***12/31/2014***.

6. In the **Alert User Group ID** field**,** enter ***the alert user group you created in Activity 3.6.***
7. Click the **Load Alert User Group Template** button to auto-load the Award Alert Users Group component.



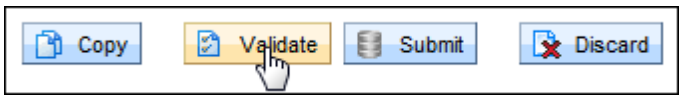
E. Update the Award Alert Users Group component, and review loaded alert user records.

1. On the Document Navigator Panel, click the **Award Alert User Groups** component. The first of two grant users in your previously created Grant User Group Template are displayed.
2. Click **Insert New Line** to add another Award Alert User.
3. From the Grant User picklist, select any grant user. Notice that the Grant User, Department, and Unit fields are populated.
4. Click **Save**. Notice that the rest of the fields within the grid for the newly added Grant User are now populated

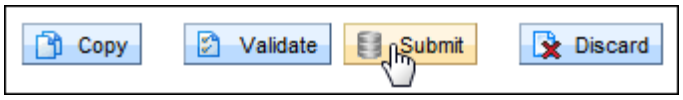


F. Check the GTAWR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully**."

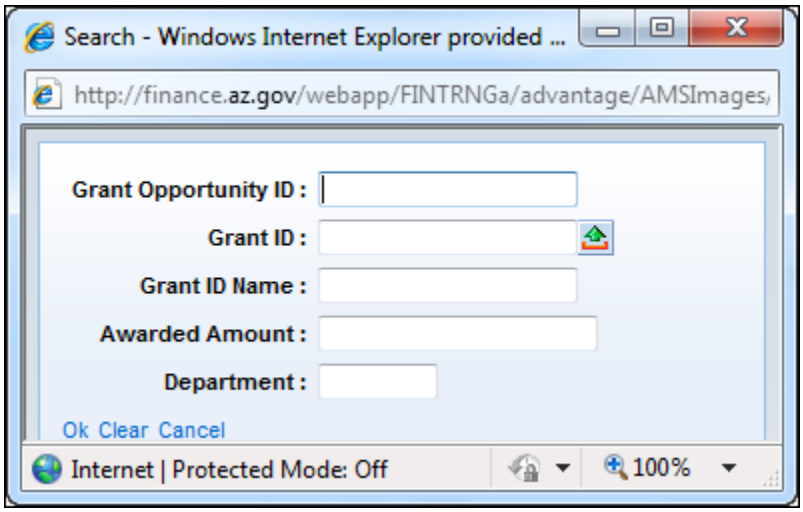


2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully**." (Note: Successfully submitted GLM documents will be routed for necessary approvals via AFIS Workflow.)

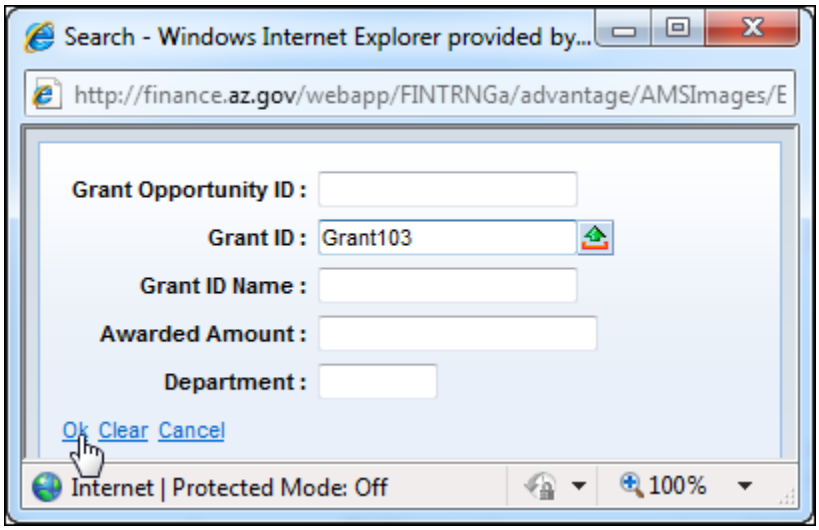


G. Navigate to the Grant Award Status Folder to view your revised Grant Award record.

1. In the **Jump to** field, enter ***GTAWSF***.
2. Click **Go.** The GTAWSF opens and a search window is displayed.

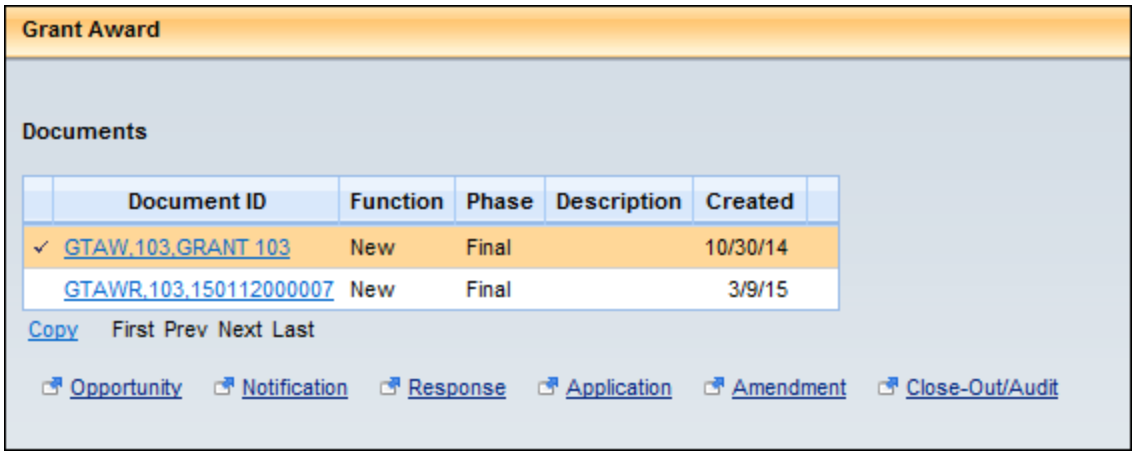


3. In the **Grant ID** field, ***enter the Grant ID from the student data card.***
4. Click **Ok**. Your Grant Award record is displayed in the grid and the Grant Award/General Information component is displayed in the scalar.



H. View the revised details of your Grant Award in the Grant Award, Award Alert User Groups, Documents, and Attachments components, then return to the Home Page.

1. From the **Grant Award** component on the secondary navigation panel, expand the **Award Dates** section to see the newly added grant expiration date.
2. From the **Award Alert User Groups** component on the secondary navigation panel, notice the **Alert User Group ID** above and the list of **Grant Users** below, as added from the GTAWR.
3. From the **Documents** component on the secondary navigation panel, see your GTAW the GTAWR documents listed.



4. Click **Home in the Primary Navigation Panel** to return to the Home Page.

Lesson Summary

In this lesson, you:

- Examined the automated process of creating a Grant Award document from eCivis
- Identified the components of the Grant Award document
- Reviewed an interfaced Grant Award document
- Examined the process of creating a Grant Award Revision document
- Revised a Grant Award using a Grant Award Revision document
- Researched the Grant Award Status Folder

Check Your Progress

1. A Grant Award (GTAW) document is _____.

   a. Created in AFIS by the eCivis interface
   b. Expected to automatically process to the Final phase under normal circumstances
   c. Interfaced GTAW documents that reject due to system edits will require user edits, unless system edits are not passed and user intervention is required.
   d. Created in Draft Phase
   e. a. and b. only

2. A Grant Award Revision document may be created in AFIS by the integration from eCivis.

   a. True
   b. False

3. Once a Grant Award is established in AFIS, an associated cost structure is manually created in AFIS using the CAS document.

    a. True
    b. False

4. Changes made on the GTAWR are also auto populated on the associated cost structure in AFIS.

    a. True
    b. False

6. Creating Grant Amendments

Learning Objectives

In this lesson, you will:

- Examine the process of creating a Grant Amendment document from eCivis
- Identify the components of the Grant Amendment document
- Create a Grant Amendment document
- Research the Grant Amendment Status Folder

Lesson Overview

The Grant Amendment (GTAM) document records an amendment for a specific Grant Award. Amendments to grant dates and/or the Grant Awarded amount entered in eCivis will automatically trigger the generation of an interfaced GTAM document to record the amendment in AFIS. Interfaced GTAM documents will normally submit to Final automatically. For other types of amendments, GTAM documents may be manually created by departments.

When submitted to Final phase, the Grant Amendment document will update the Grant Amendment Status Folder. The Grant Amendment Status Folder provides central tracking of amendment(s) to a previously awarded grant.

In this lesson, you will review the manual process of creating a Grant Amendment document in AFIS, examine the structure and components of the Grant Award document, create a Grant Amendment document, and research the Status Folders to view the Grant Award amendment data.

6.1. State Process Overview – Grant Amendment

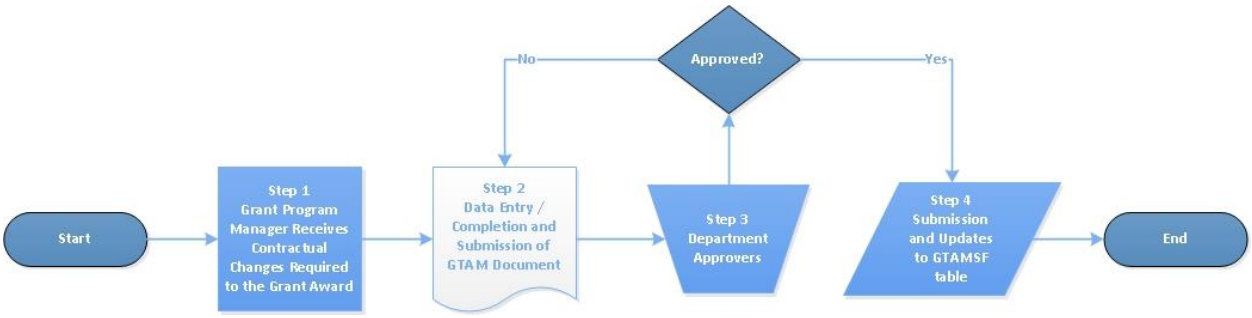
The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-008 and represented by Figure 6 below.

1. A Grant contract can be modified. The Grantor may notify the Grant Program Manager regarding the change to a contract or the Grant Program Manager may request and receive a modification. These modifications represent a change to the contractual agreement, such as an increase or decrease in the Grant Award Amount or a change to the Grant time frame.
2. A Grant contractual modification is recorded in eCivis when possible. A Grant Amendment (GTAM) document records the contractual modification in AFIS, whether it is automatically interfaced from eCivis or manually created by a department. If manually created, the GTAM document can be created as a Copy Forward from the original Grant Award (GTAW) document, the Grant Award Revision (GTAWR), or entered manually. When the Copy Forward process is used, the current award information is pre-populated in the new GTAM

document. When the document is entered from scratch (i.e., not using Copy Forward), the user enters the Grant Award Number, established on the original GTAW document, and then uses the Save action to infer/populate the GTAM from the GLM Status Folders. Reference information regarding the amendment, such as the Amendment Number, is provided by the Grantor and recorded on the GTAM document. Supporting documentation for this award contract modification can be attached to the GTAM document.

3. A manually created GTAM document will be subject to Departmental approval.
4. If an approver determines the Grant Amendment document was entered incorrectly or does not contain the correct supporting documentation, the document can be rejected.
5. When approved, the Grant Amendment (GTAM) document updates the Grant Amendment Status Folder (GTAMSF) table.

Figure 6: Process of Creating a Grant Amendment (GM-TB-008)



6.2. Grant Amendment Document Components

Grant Amendment (GTAM) documents contain nine components: Header, Grant Amendment, Amendment Dates, Amendment Alert User Groups, Reporting, Reporting Dates, Reporting Alert User Groups, Legislative Bodies, and Funding Allocation.

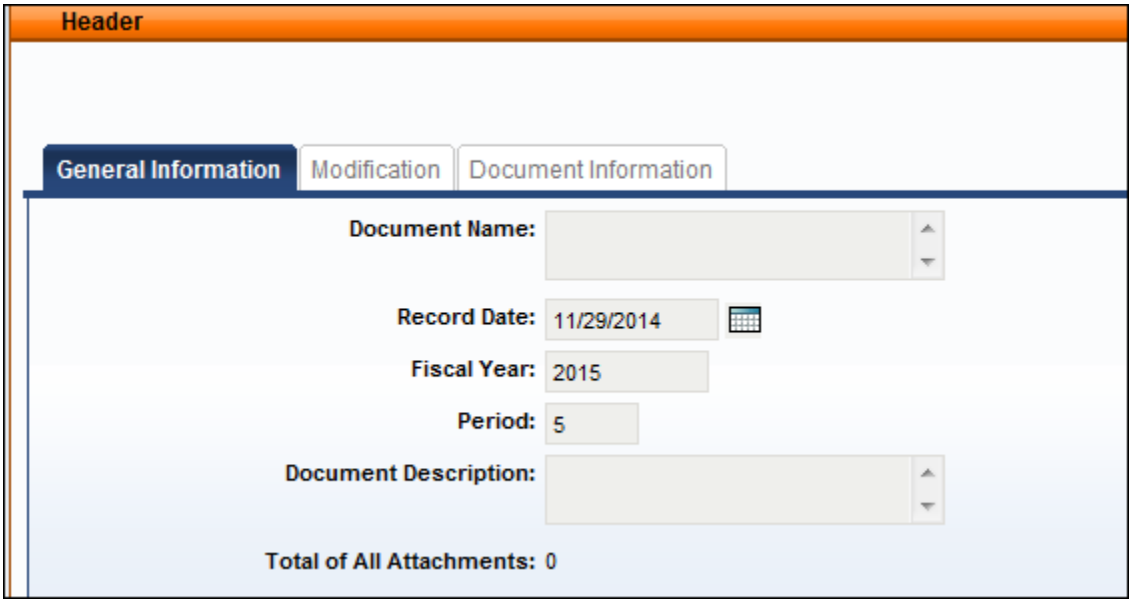
The components of a Grant Amendment document are:

- **Header** - Stores values that apply to the entire document
- **Grant Amendment** - Contains details of the Grant Award and is used to record specific information about the grant amendment
- **Amendment Dates** - Optional. Displays the amendment dates associated with the Grant Amendment. Can be used to identify centrally controlled Grant Date Codes as well as department-specific Grant Date Codes
- **Amendment Alert User Groups** - Optional. Allows you to indicate the users who should be notified about specific amendment dates. Can include Grant Users of partnering organizations, if responsible for tasks associated with the amendment

- **Reporting -** Optional. Allows you to add, change, or delete reporting schedules to remind individuals of when information should be reported back to the grantor
- **Reporting Dates** - Optional. Lists all of the dates required for to meet the reporting requirements identified in the Reporting component
- **Reporting Alert User Groups** – Optional. Identifies the users who should be notified about specific reporting dates. Can include Grant Users of partnering organizations, if responsible for tasks associated with reporting requirements
- **Legislative Bodies** – Not used by the State at this time. Used to track Grant Awards and amendments that are received on behalf of the various governmental branches/jurisdictions
- **Funding Allocation** – Not used by the State at this time. Used to track the Requested, Awarded, and Amended amounts associated with a specific Supervisorial Districts (governmental branches/jurisdictions) or Service Planning Area (SPA)

GTAM Header Component

The Header component stores values that apply to all components of the GTAM document. The General Information tab contains descriptive fields and date information common to most document headers.



GTAM Header – General Information Tab

The General Information tab contains fields common to most AFIS documents, including the optional Document Name and Description fields, as well as the system inferred Record Date, Fiscal Year and (Accounting) Period fields.

GTAM Header – Modification Tab

This field is not used since the GTAM document will not be modified. Instead, a Grant Amendment Revision (GTAMR) document will be created to modify a grant amendment. The GTAMR document is discussed later in this lesson.

GTAM Header – Document Information Tab

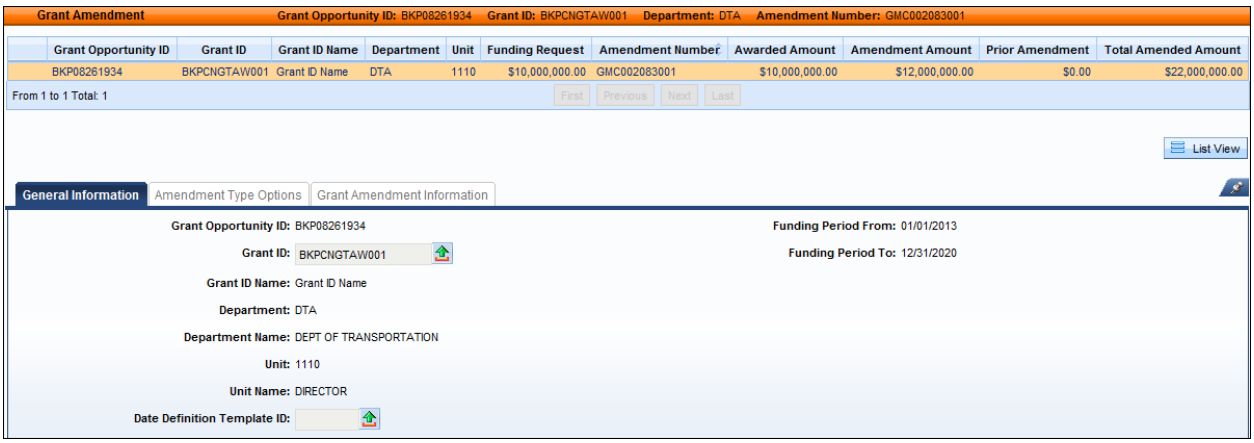
The Document Information tab displays the user ID's and dates for document creation and modification.

GTAM Grant Amendment Component

The Grant Amendment component is unique to the GTAM document and is used to identify the type of amendment, and the amendment details.

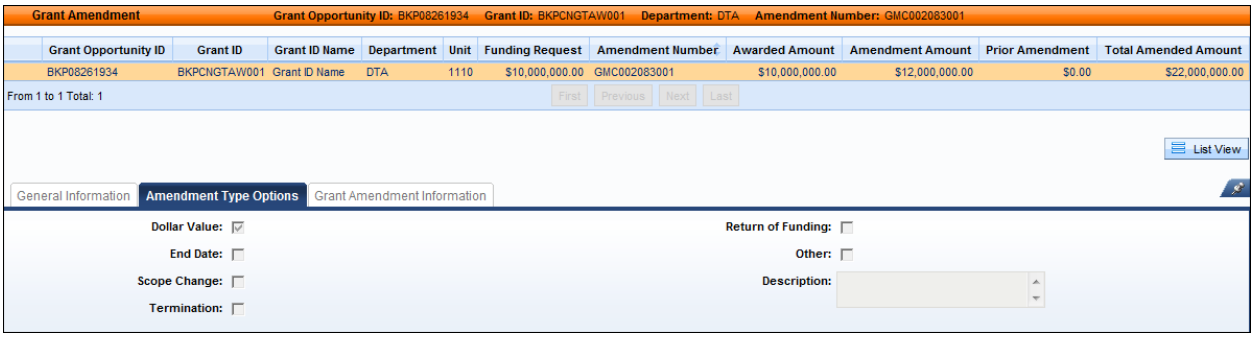
GTAM Grant Amendment – General Information Tab

The referencing information from the Grant Award is inferred in this component, including the Grant Opportunity ID, Grant ID, Department, Unit, Funding Period From and Funding Period To fields. A Date Definition Template ID may be entered to load grant dates (tasks and/or milestones) required to process grant amendments.



GTAM Grant Amendment – Amendment Type Options Tab

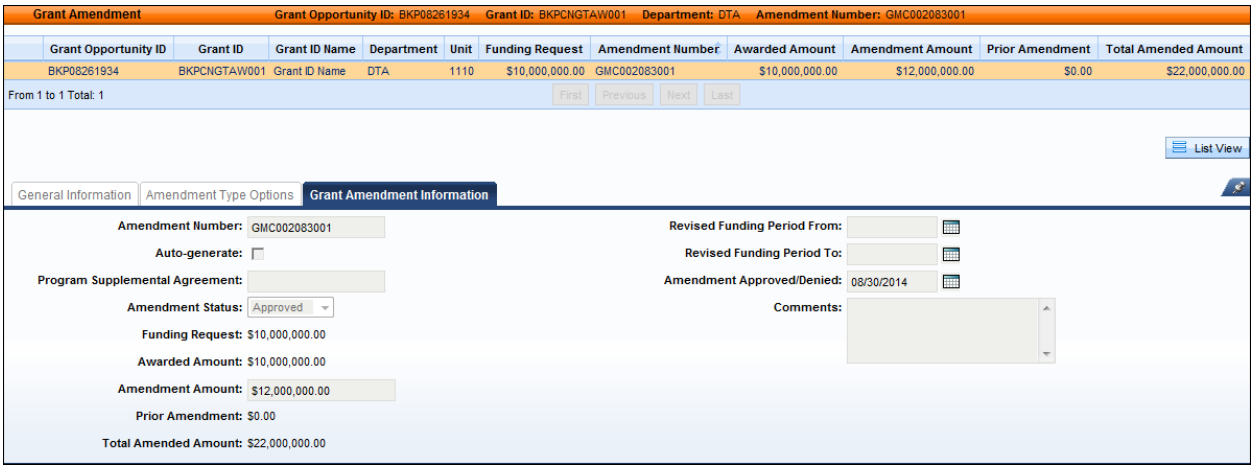
The Amendment Type Options tab allows you to specify the type of amendment and the amendment details by checking one or more checkboxes. The Amendment Type Options are Dollar Value, End Date, Scope Change, Termination, Return of Funding, and Other. A description field is also available to enter additional information if needed.



GTAM Grant Amendment – Grant Amendment Information Tab

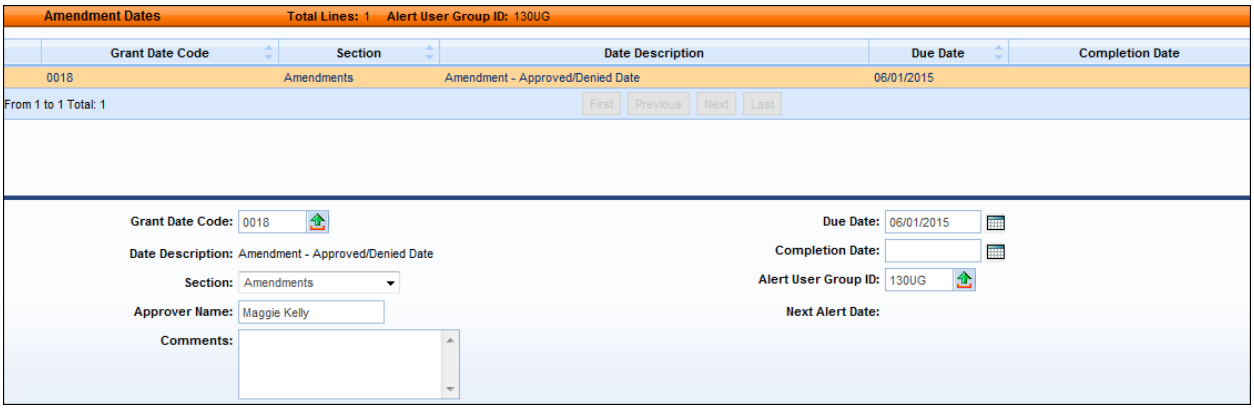
This tab provides relevant Grant Amendment Information when an Amendment Type Option is selected. Different fields will be required depending upon the Amendment Type Option(s) identified in the Amendment Type Options tab.

The Amendment Number, Revised Funding Period To/From and Amendment Amount are all specified in this tab. The Amendment Number may be auto generated or manually assigned, but it cannot be changed once the document is either validated or submitted.



GTAM Amendment Dates Component

The Amendment Dates component displays the amendment dates associated with the Grant Amendment. The Amendment Dates can be added one record at a time in this component or the dates can be loaded from the Date Definition Template Id entered in the Grant Amendment component.



GTAM Amendment Alert User Groups Component

The Amendment Alert User Groups component allows you to enter the users who should be notified about specific amendment dates. Users may be entered by two methods:

- Select a Grant User Group Template from the Alert User Group ID picklist on the Amendment Dates component, then click the Load Alert Grant User Group Template link to load all users that belong to that template
- Manually add Grant Users in the Amendment Alert User Groups component. You may also delete users loaded from the template, and you can modify the email address for Grant Users added from the template

Amendment Alert User Groups Total Lines: 2 Grant User: MKELLY Name: Maggie Kelly Department: 103 Unit: none

Grant User	Name	Department	Unit	Email
MKELLY	Maggie Kelly	103		mary.kelly@work.com
QHENDERSON	Quinn Henderson	200		quinn.henderson@azdoa.

GTAM Reporting Component

The Reporting component allows you to view or create reporting schedules to remind Grant Users of when information should be reported back to the grantor. This component supports the management of grants by ensuring that the Grant User is reminded appropriately of upcoming report due dates.

Reporting Total Lines: 1 Report ID: 1 Date Description: Reporting - Quarterly Reminder

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Date Description	Report ID	Report Type
BKP08261934	BKPCNGTAW001	Grant ID Name	DTA	Reporting - Quarterly Reminder	1	Financial

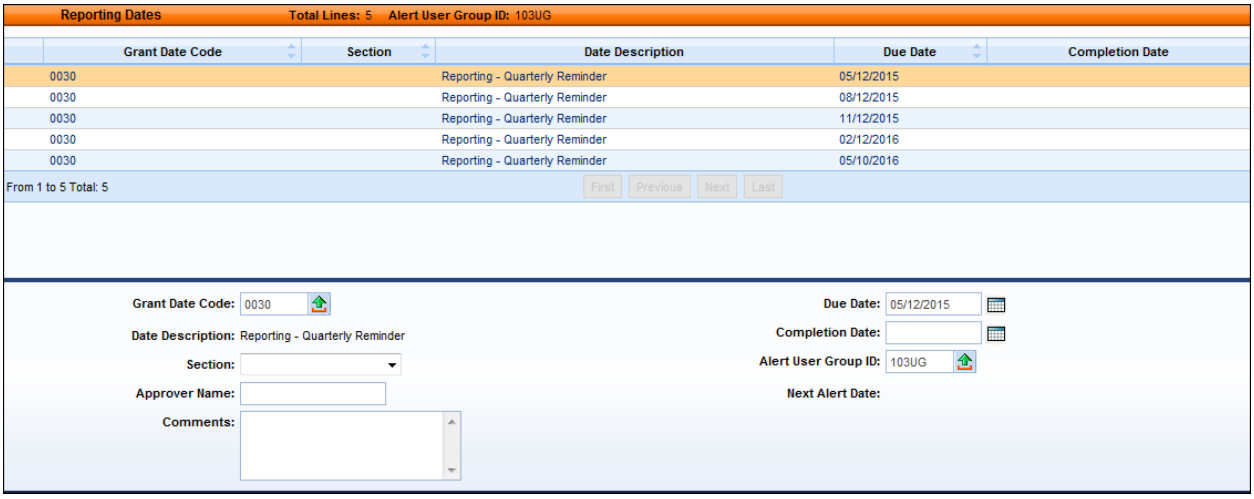
rom 1 to 1 Total: 1 First Previous Next Last

Grant Opportunity ID: BKP08261934
Grant ID: BKPCNGTAW001
Grant ID Name: Grant ID Name
Department: DTA
Department Name: DEPT OF TRANSPORTATION
Grant Date Code: 0030
Date Description: Reporting - Quarterly Reminder
Alert User Group ID: 103UG

Report ID: 1
Report Type: Financial
Frequency: Quarterly
Reporting Start Date: 05/12/2015
Reporting End Date: 05/10/2016
Comments:

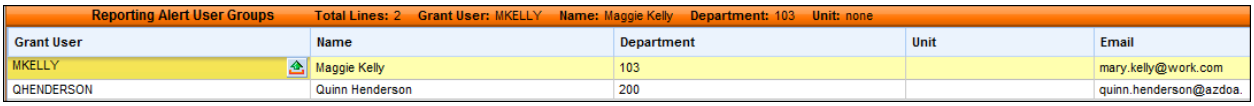
GTAM Reporting Dates Component

This component lists all of the dates that are required for Reporting, displays the Due Date, and tracks the Completion Date for each Reporting Date record.



GTAM Reporting Alert User Groups Component

The Reporting Alert User Groups component allows you to indicate the Grant Users who must be notified about the reporting dates in the Reporting Dates component.



6.3. Grant Amendment Data Entry

This topic describes the data entry requirements for GTAM documents. The GTAM will be automatically generated from the integration from eCivis when grant dates or Grant Award amounts are amended in eCivis. Interfaced GTAM documents should not require user intervention to submit to the Final phase.

If it is necessary to manually create a GTAM document, the user will locate the Grant Award record within the Grant Award Status Folder (GTAWSF), click the link in the Documents component to open the Grant Award (GTAW) or Grant Award Revision (GTAWR) document (should one exist), then click the Copy Forward button to create the GTAM document.

GTAM documents created from the eCivis integration may be modified by departments in AFIS. If a GTAM document needs to be deleted, agency users can coordinate with GAO to delete the document.

GTAM Header

The GTAM document opens to the Header component, General Information tab which contains the Document Name, Record Date, Fiscal Year, (Accounting) Period and Document Description fields common to most AFIS documents. The Record Date, Fiscal Year and (Accounting) Period fields will have values infer when the document is submitted to Final phase.

GTAM Header – Modification

The **Reason for Modification** field on the Modification tab will not be used, since the GTAM document is not modified. Instead, a Grant Amendment Revision (GTAMR) document is created to record changes to the Grant Amendment.

GTAM Header – Document Information

All fields in the Document Information tab are system generated.

GTAM Grant Amendment

Many of the fields in the General Information tab are inferred from the Grant Award.

- **Grant ID** - The Grant ID is a required field and is inferred from the Grant Award
- **Grant Opportunity ID** - populates from Grant ID
- **Grant ID Name** - populates from Grant ID
- **Department** - populates from Grant ID
- **Department Name** - populates from Grant ID
- **Funding Period From** - populates from Grant ID
- **Funding Period To** - populates from Grant ID
- **Date Definition Template ID** - This is an optional field. If one is selected, the user must also click the Load Date Definition Template button to auto-populate the Amendment Dates component with the related records. The Date Definition Template will only provide the user with dates that are relevant to the Grant Amendment status

GTAM Grant Amendment – Amendment Type Options

The Amendment Type Options tab allows you to specify the type of amendment by checking one or more check boxes. The Amendment Type Options are:

- Dollar Value
- End Date
- Scope Change
- Termination
- Return of Funding
- Other

A description field is also available to enter additional information if needed.

***Note**: To create a negative grant amendment for a funding reduction (i.e., a return of funding), the **Dollar Value** and **Return Of Funding** checkboxes must be checked. The **Amendment Amount** must be entered as a positive number.*

GTAM Grant Amendment – Amendment Information

The options selected in the Amendment Type Options tab will result in additional required fields in the Grant Amendment Information tab:

- When the **Dollar Value** checkbox is checked, then you have to enter a value in the Amended Amount field in the **Grant Amendment Information** tab
- When the **End Date** checkbox is selected, then you have to enter a value in the **Revised Period of Performance From** and **Revised Period of Performance To** fields in the **Grant Amendment Information** tab
- When the **Scope Change**, **Termination**, **Return of Funding**, or **Other** checkboxes are selected, then you have to enter a value in the **Comments** field in the **Grant Amendment Information** tab

Key fields in this tab are as follows. Refer to department procedure.

- **Amendment Number** – This is a required field, and may be manually entered or auto generated. Leave the field blank if the auto generate feature is used
- **Auto-generate** – Check this checkbox if the auto generate feature is used. An amendment number will be generated when the document is validated or submitted
- **Program Supplemental Agreement** – This field is optional
- **Amendment Status** – Options available for this field are Approved, Denied, In-Progress
- **Funding Request** – This field is populated from the Grant ID
- **Awarded Amount** – This field is populated from the Grant ID
- **Amendment Amount** - Required if the Amendment Type Options is Dollar Value
- **Prior Amendment** - This is the total of all previous amendment amounts (amendment amounts that were recorded before the current record), for that particular Grant ID, in the Grant Amendment Status Folder
- **Total Amended Amount** – The system calculates a Total Amended Amount when the GTAM document is validated or submitted by adding the Awarded Amount to the current Amendment Amount plus any Prior Amendment records
- **Revised Funding Period From** - Required if the Amendment Type Options is End Date

- **Revised Funding Period To** - Required if the Amendment Type Option is End Date
- **Amendment Approved/Denied** - Required or defaults to current date if status is entered as Approved or Denied
- **Comments** - Required if the Amendment Type is Scope Change, Termination, Return of Funding, or Other

GTAM Amendment Dates

The Amendment Dates component is only required if notifications must be sent out.

If the Date Definition Template was entered, and the Load Date Definition Template button was clicked in the Grant Amendment component, then records are auto populated in this component. These records can be modified or deleted, and additional records may be added.

To delete an entry, in the grid, click the **Trash Can** icon for the line to be deleted. To add entries, click the **Insert New Line** icon to create a new blank line, then complete the following fields:

- **Grant Date Code** – This is a required field. Select a Grant Date code from the picklist
- **Date Description** - Populated from Grant Date Code
- **Section** – Select Amendments
- **Approver name** – Optional. Refer to department procedure
- **Comments** –Optional. Refer to department procedure
- **Due Date** –This field is optional and is used to record the due date for the task or milestone associated with the Grant Date Code. Refer to department procedure
- **Completion Date** – Optional. This field is normally populated by the assigned Grant User when the task is completed
- **Alert User Group ID** – This is a required field. Select the Alert User Group ID to be notified of the task
- **Next Alert Date** – This field is auto populated and indicates the date that an alert will be sent

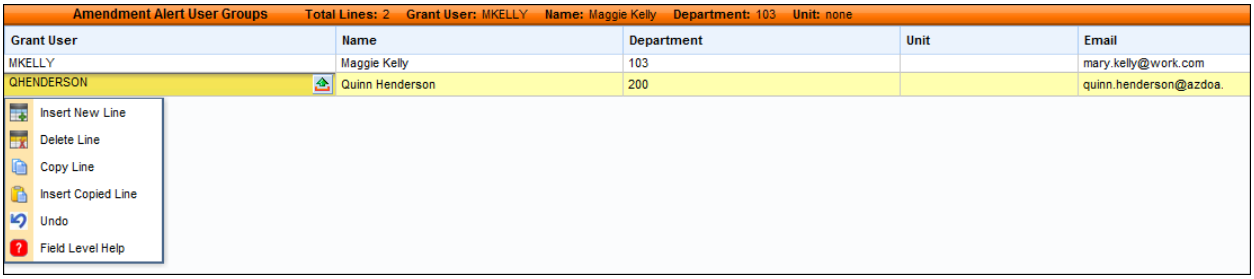
Once the required fields are populated, click the **Load Alert User Group Template** button at the bottom right corner of the page. This action auto-generates the records on the Amendment Alert User Group component for the selected Alert User Group ID. Repeat this process for the remaining Amendment Dates.

GTAM Amendment Alert User Groups

The Amendment Alert User Groups component is only enabled and required if the Amendment Dates component was filled out.

The Amendment Alert User Groups component lists the users that will be notified about specific amendment dates. This component is auto-populated with all users that belong to the template specified on an Amendment Dates component record when clicking the Load Alert Grant User Group on that record.

This component is automatically displayed in the Grid format (i.e., tabular format similar to a spreadsheet). Several data entry options are provided by right-clicking on a record in the grid.



To delete a user, right-click on the line you want to delete and select **Delete Line** from the right-click options that appear.

To modify a record, click in the field needing the update and make the change.

To manually add Grant Users and/or other individuals to receive alert notifications, select the **Insert New Line** button or right-click option

The Grant User, Department, and Unit fields are not required which allows the addition of a Name and Email address for someone who may not be setup as a Grant User (e.g., for an email notification sent to an external party).

GTAM Reporting

In the Reporting component, the user selects the Insert New Line button to create a reporting schedule for the GTAM. There are required and optional fields in this component of the GTAM document: the key fields are identified below.

- **Grant Opportunity ID, Grant ID, Grant ID Name, Department,** and **Department Name** are auto populated when the record is saved
- **Grant Date Code –** From the picklist, select the Grant Date Code representing the reporting requirement
- **Alert User Group ID –** Provides a picklist to the User Group Template ID field on the User Group Template table. All Grant Users associated with the selected user group template are loaded to the GTAW after the Load Alert User Group Template link is selected
- **Report Type –** From the picklist, select the type of report. Options are Progress Report, Federal 269, State 201, Financial, and Other

- **Frequency –** Select the reporting frequency. This field works with the Reporting Start Date and the Reporting End Date to create a reporting schedule. Values are Monthly, Bi-Monthly, Quarterly, Semi-Annually or Annually
- **Reporting State Date –** Enter the date the first report must be generated
- **Reporting End Date –** Enter the date the last report must be generated

Click the **Load Reporting Dates** button to populate a reporting schedule in the Reporting Dates component of the GTAM.

Repeat this process for additional reporting schedules if needed.

GTAM Reporting Dates

The Reporting Dates component is only required if the Reporting component was filled out. This component is a child record of the Reporting component, so select the proper Grant Date Code in the Reporting component before navigating to the Reporting Dates component.

This component is auto populated based on entries in the Reporting component, but these entries may be modified or deleted if necessary, as long as a Completion Date has not yet been entered.

Additional reporting requirements may be added by clicking the **Insert New Line** button. Complete the entry using the same steps identified for the Reporting component above. If an Alert User Group ID is entered, be sure to click the Load Alert User Group Template button to populate the Reporting Alert User Groups component.

As reports are generated and submitted, enter the appropriate date in the Completion Date field.

GTAM Reporting Alert User Groups

The Reporting Alert User Group component is only required if the Reporting Dates component was filled out. This component is a child record of the Reporting Dates component, so select the proper line in the Reporting Dates component before navigating to the Reporting Alert User Groups component.

The list of loaded Reporting Alert User Groups can be increased or decreased, or rows within the list can be modified.

To increase the Reporting Alert User Groups list, use the following steps:

- Click the **Insert New Line** button
- Select a **Grant User** from the picklist
- Click **Save**. The Name, Department, Unit and Email are populated from the Grant User record

To delete a Grant User from the Reporting Alert User Groups component, use the following steps:

- Select the **Grant User** to be deleted

- Right mouse click
- Select **Delete Line**. The Confirm Delete window is displayed
- Click **Yes**

GTAM Legislative Bodies

The Legislative Bodies component is not used by the State at this time.

GTAM Funding Allocation

The Funding Allocation component is not used by the State at this time.

6.4. Entering a Grant Amendment

Grant Amendments are recorded in AFIS using the Grant Amendment (GTAM) document. Once the GTAM achieves Final phase, the grant amendment information is recorded on the Grant Amendment Status Folder (GTAMSF).

When a project's award dates or amounts are edited in eCivis, the eCivis integration will create a Grant Amendment (GTAM) document in AFIS.

ACTIVITY 6.4
Process a Grant Amendment

Scenario

You have received notice that a change to the grant contractual agreement has occurred for the Grant Award. Create a Grant Amendment (GTAM) document to record the grant contractual modification for an increase in the Grant Award amount.

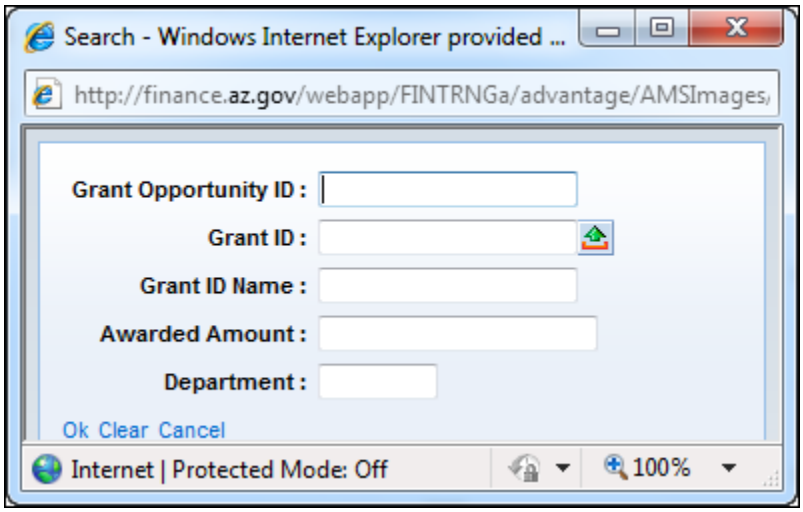
- ✓ User is logged in to the AFIS Home Page.
- ✓ Activities 5.8 fully completed.

Steps

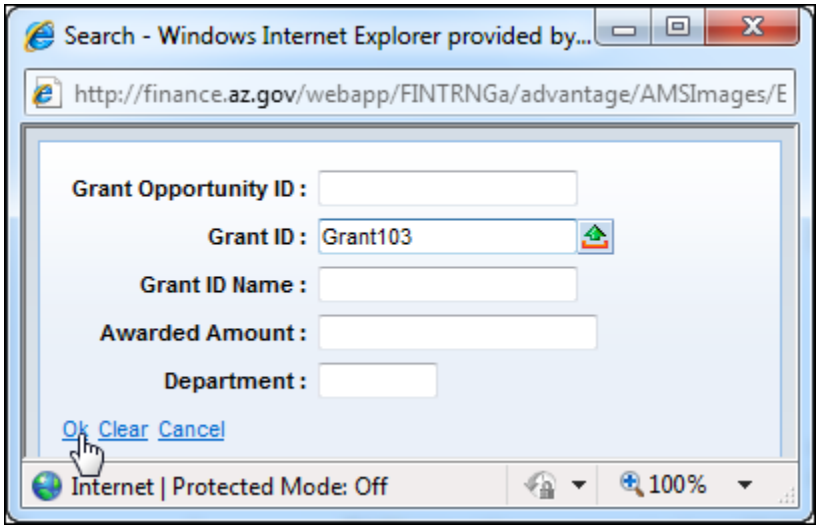
A. Navigate to the GTAWSF and locate your Grant Award.

1. In the **Jump to** field, enter ***GTAWSF***.

2. Click **Go**. The Grant Award Status Folder page opens and a search window is displayed.



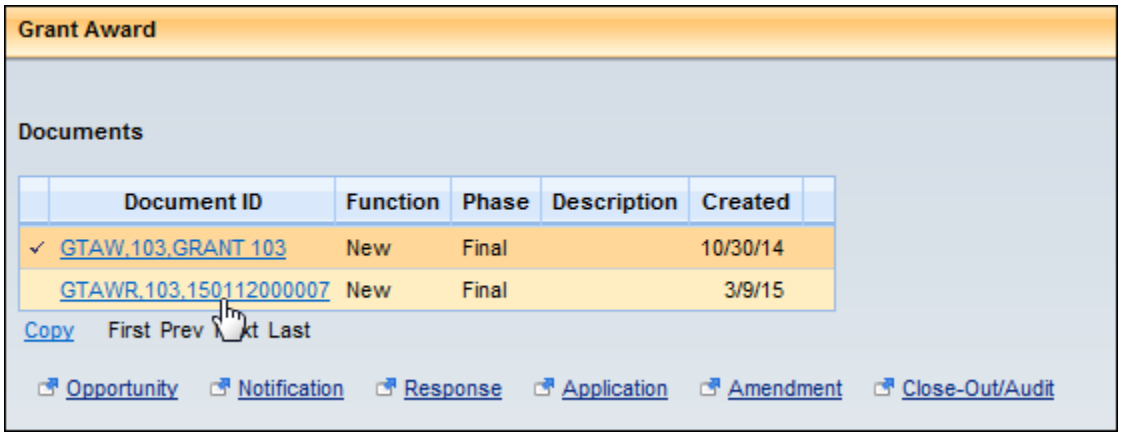
3. In the **Grant ID** field, enter ***the Grant ID from your student data card***
4. Click **Ok**. Your Grant Award record is displayed in the grid.



B. Navigate to the Grant Application Revision (GTAWR) document.

1. On the Secondary Navigation Panel, click **Documents**. Your GTAW and GTAWR documents are displayed in the grid.

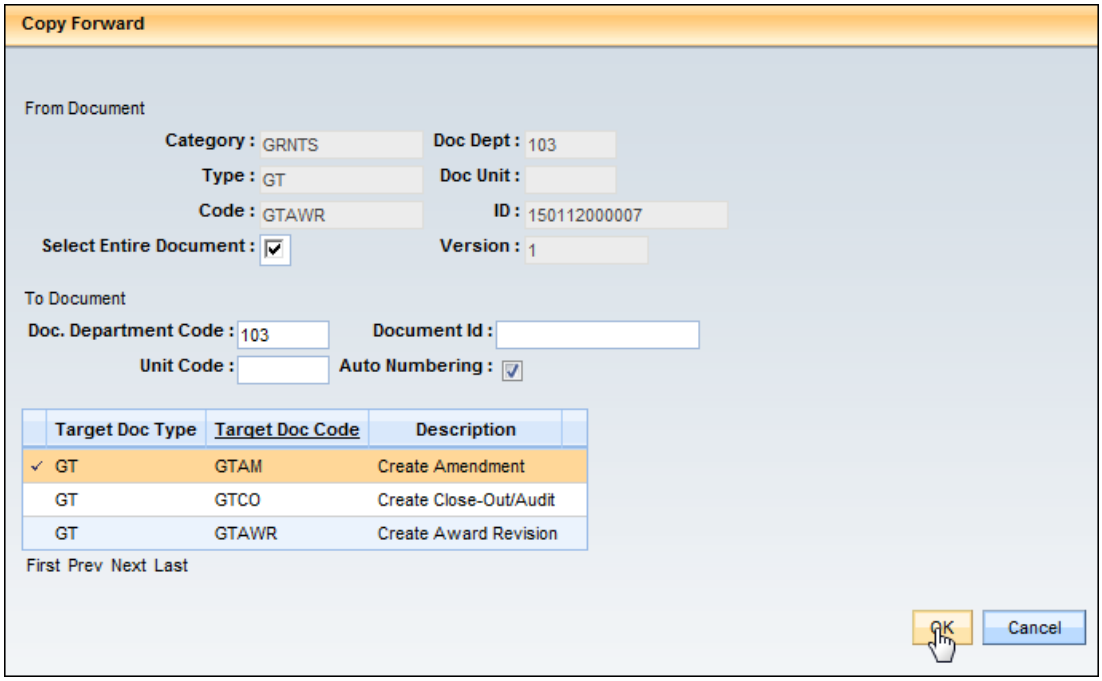
2. Click the **Document ID** link within the grid to open the GTAWR document.



C. Create a GTAM document.

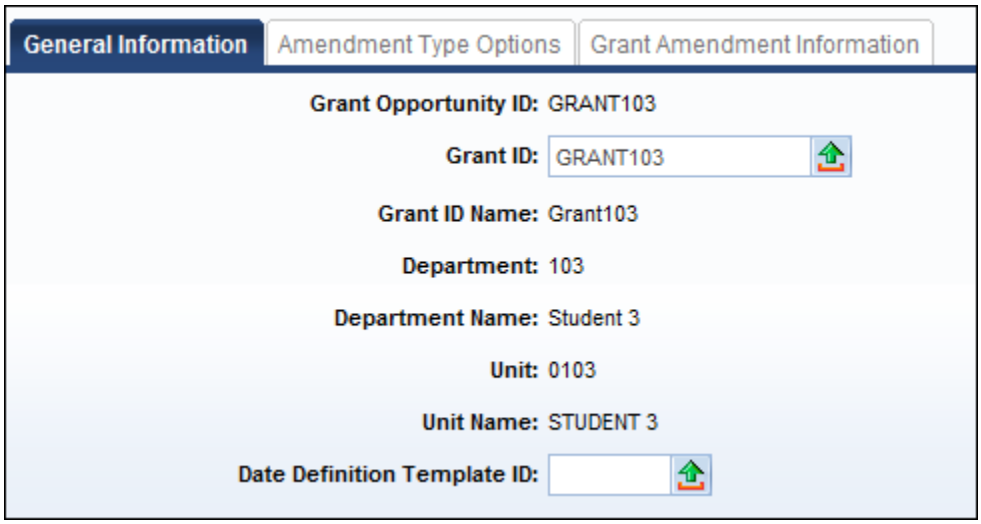
1. From the lower left corner of the GTAWR document, click the **Copy Forward** button. The Copy Forward page is opened.

2. In the **Doc Department Code** field, enter ***the same department used for the GTAWR.***
3. Check the **Auto Numbering** checkbox.
4. If necessary, in the Target Doc Code grid, click the line for **GTAM.**
5. Click **OK**. The GTAM document opens and the Header component is displayed. When the GTAM is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.



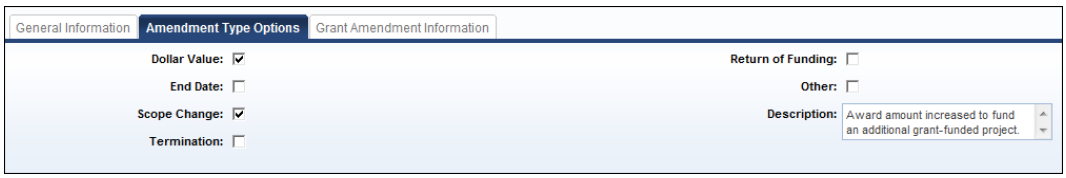
D. Complete the General Information tab on the Grant Amendment component.

1. On the Document Navigator, click **Grant Amendment**.
2. View the **Grant Opportunity ID** field, inferred by AFIS from the GTAW record.
3. View the **Grant Program Name** field, inferred by AFIS from the GTAW record.
4. View the **Grant ID** field, inferred by AFIS from the GTAW record.
5. View the **Grant ID Name** field, inferred by AFIS from the GTAW record.
6. View the **Department** field, inferred by AFIS from the GTAW record.
7. View the **Department Name** field, inferred by AFIS from the GTAW record.
8. View the **Unit** field, inferred by AFIS from the GTAW record.
9. View the **Unit Name** field, inferred by AFIS from the GTAW record.
10. View the **Funding Period From/To** fields, inferred by AFIS from the GTAW record.



E. Complete the Amendment Type Options tab on the Grant Amendment component.

1. Click the **Amendment Type Options** tab.
2. Check the **Dollar Value** and **Scope Change** checkboxes. (Notice the Return of Funding checkbox for use with funding reductions.)
3. In the **Description** field**,** enter ***"Award amount increased to fund an additional grant-funded project."***



F. Complete the Grant Amendment Information tab on the Grant Amendment component.

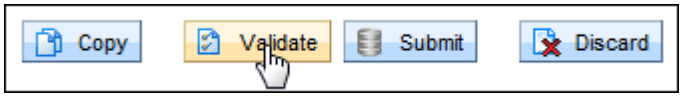
1. Click the **Grant Amendment Information** tab.

2. In the **Amendment Number** field, enter as ***AMD###*** where ***##*** equals the Department from your student data card. This is the tracking number provided by the Grantor.
3. From the **Amendment Status** drop-down list, select ***Approved***.
4. In the **Amendment Amount** field, enter ***200,000.***
5. In the **Comments** field**,** enter ***"Approved pending AFIS department approval of GTAM."***

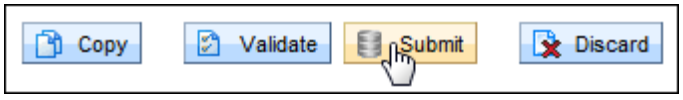
> ***Note:*** *The Header component and the Grant Amendment component are the only two components of the document that must be completed to Submit a Grant Amendment.*

G. Check the GTAM document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully**."



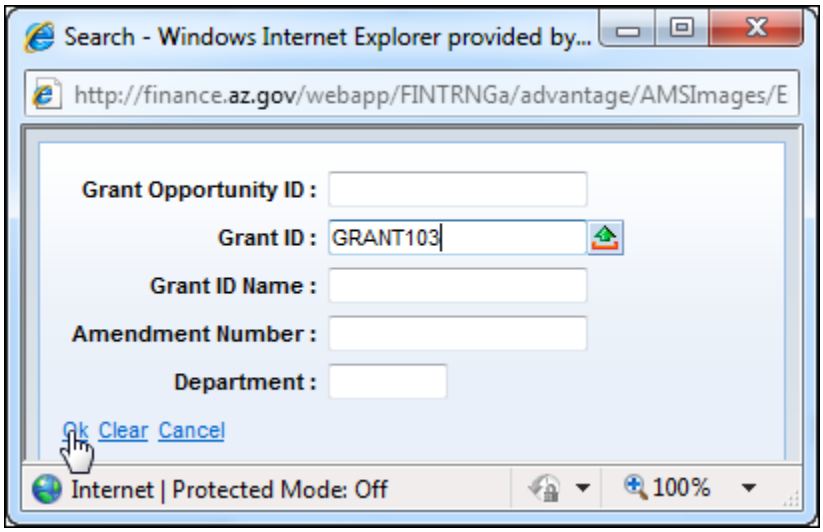
2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully**." (Note: Successfully submitted GLM documents will be routed for necessary approvals via AFIS Workflow.)



H. Navigate to the **Grant Amendment Status Folder** to view your new Grant Award record.

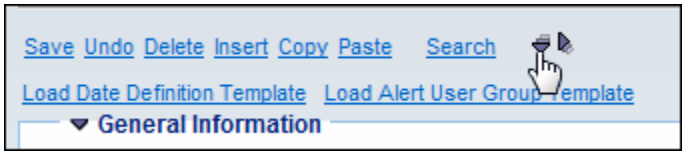
1. In the **Jump to** field, enter ***GTAMSF***.
2. Click **Go.** The GTAMSF page opens and a search window is displayed.

3. In the **Grant ID** field, enter your ***Grant ID from your student data card.***
4. Click **Ok**. Your grant amendment is displayed in the grid and the Grant Amendment/General Information component is displayed.

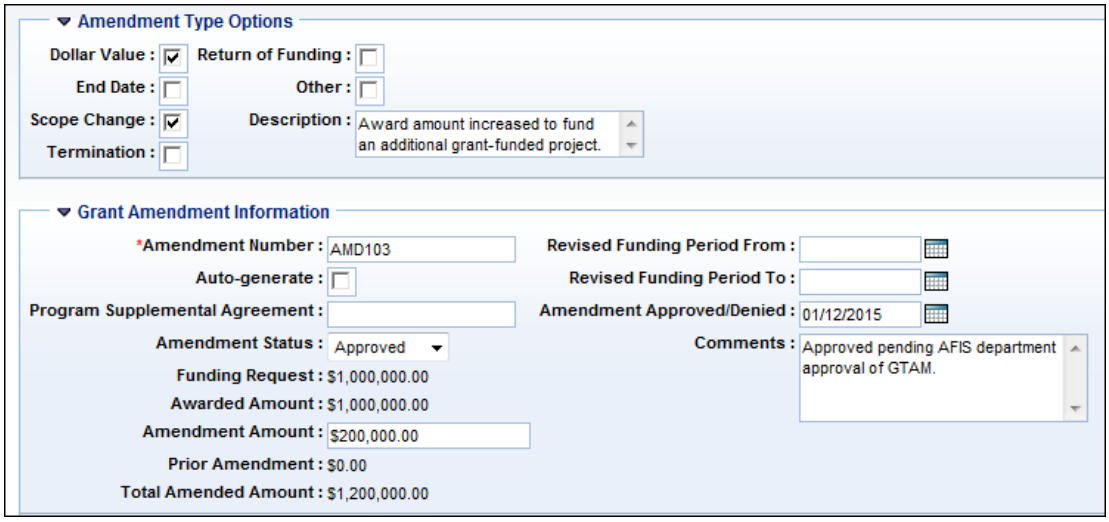


I. View the amended details of your grant amendment in the Grant Amendment component.

1. Click the **Expand All** (down) arrow.

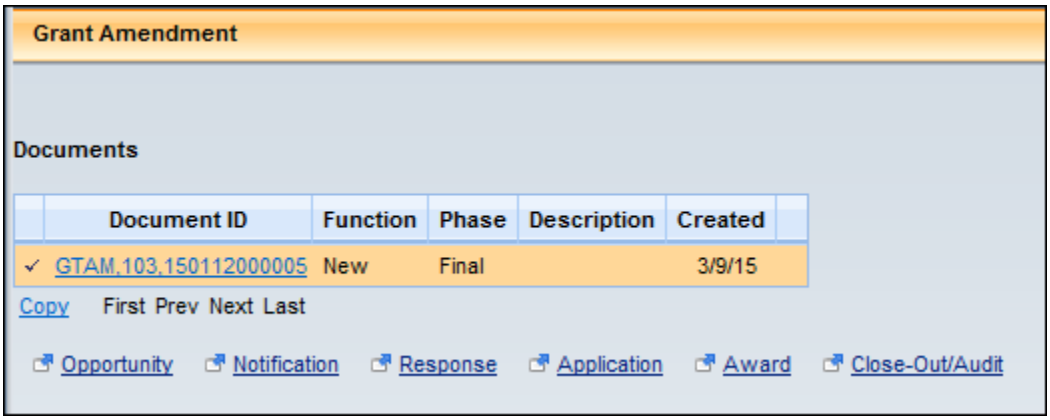


2. View the amendment details in the Amendment Type Options and Grant Amendment Information components.



J. Navigate to the Documents component, then return to the Home Page.

1. On the Secondary Navigation Panel, click **Documents**.
2. Notice the link to your GTAM document in the grid.



3. Click **Home in the Primary Navigation Panel** to return to the Home Page.

Lesson Summary

In this lesson, you:

- Examined the process of creating a Grant Amendment document
- Identified the components of the Grant Amendment document
- Created a Grant Amendment document
- Researched the Grant Amendment Status Folder

Check Your Progress

1. If the Grant Award is amended to increase the awarded amount, the Grant Amendment document:
    a. Must have the Dollar Amount check box checked in the Amendment Type Options tab of the Grant Amendment component
    b. Must have a dollar amount entered in the Amendment Amount field in the Grant Amendment Information tab of the Grant Amendment component
    c. A reason for creating the document entered in the **Reason for Modification** field in the Modification tab of the Header component
    d. All of the above
    e. a. and b. only

2. The GTAM document may only be created by using the Copy Forward feature.
    a. True
    b. False

7. Closing Out a Grant

Lesson Objectives

In this lesson, you will:

- Examine the process of creating a Grant Close-Out/Audit document
- Identify the components of the Grant Close-Out/Audit document
- Create a Grant Close-Out/Audit document
- Research the Grant Close-Out/Audit Status Folder

Lesson Overview

Grant close-out, like grant setup, is a joint effort between departmental Programmatic Grant Management groups and departmental Cost Accounting requiring tight coordination.

Programmatic Grant Management groups utilize the Grant Close-Out/Audit (GTCO) document to facilitate the closing of a Grant. The primary function of the Grant Close-Out/Audit document is to record the activities and reminders needed for them, assigning due dates where applicable – such as upcoming audits, tracking and storing audit information, and generating close-out reports. Final versions of the Grant Close-Out/Audit document update the Grant Close-Out/Audit Status Folder (GTCOSF).

Although a Grant Close-Out/Audit document may technically be used to inactivate the Chart of Accounts cost structure for a grant, the Grant Close-Out/Audit document **will not be used** to do so at this time. The State's process to limit and/or prevent further accounting transactions is to reduce the available budget to zero and utilizing the Cost Accounting Maintenance (CAM) document to successively inactivate the Chart of Accounts cost structure for the grant. Inactivating cost structure codes prevents further use of the codes on transactions.

In this lesson, you will review the State grant close-out process utilizing a Grant Close-out/Audit document in AFIS. You will examine the structure and components of the Grant Close-out/Audit document, create a Grant Close-out/Audit document, use the Grant Close-out/Audit Revision document to make changes/updates to the data initially used to record the Grant Close-out/Audit details, and research the Status Folders to view the initial and revised grant close-out data.

See the AFIS Cost Accounting training guide for more details on the Cost Accounting Maintenance document used by central Cost Accounting to close out the grant cost structure.

7.1. State Process Overview – Grant Close-Out

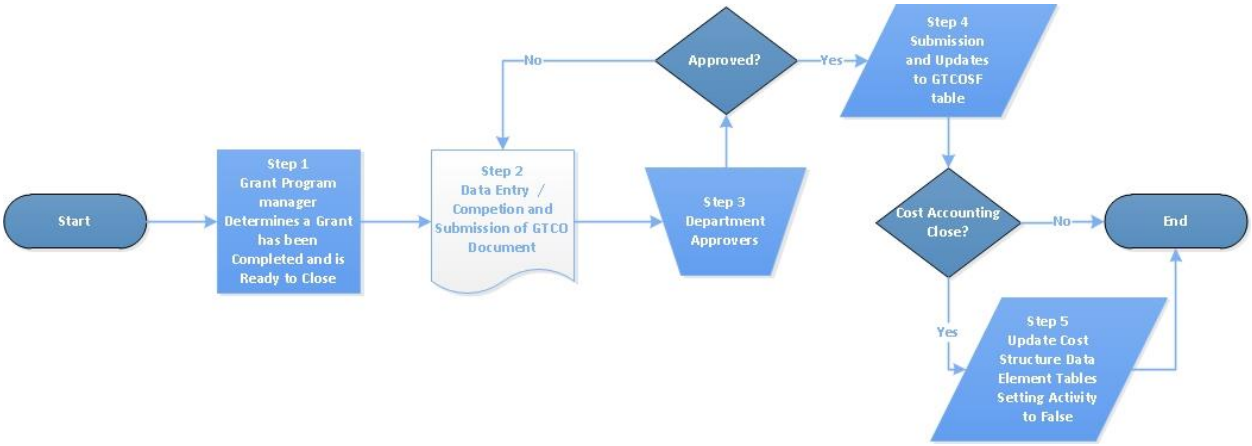
The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-010 and represented by Figure 7 below.

1. At the end of a Grant, a close-out and audit process may be required. A Grant Program Manager determines what processes are required and compiles a list of activities needed to close out the grant, defining a schedule for the activities.
2. A Grant Close-Out/Audit is recorded through a Grant Close-Out/Audit (GTCO) document. This document can be created as a Copy Forward from the Grant Award (GTAW), Grant Award Revision (GTAWR), Grant Amendment (GTAM), or Grant Amendment Revision (GTAMR) document or entered manually. The primary function of the Grant Close-Out/Audit document is to record the activities and reminders needed for them, assigning due dates where applicable. The Close Grant checkbox on the Grant Close-Out/Audit document <u>will NOT</u> be used to change the Active flag to false for the cost structure data elements associated with the grant (at least until after central Cost Accounting has fully inactivated the grant cost structure). Supporting documentation for this Grant Close-Out and Audit can be attached to the GTCO document.
3. Inactivating the grant cost structure is performed by central Cost Accounting using the Cost Accounting Maintenance (CAM) document.

> ***Note:*** *Do not inactivate a grant on the GTCO document; it will shut down the entire cost structure. Instead, Cost Accounting will use one or more Cost Accounting Maintenance (CAM) documents to inactivate the grant in a controlled manner. Then the department uses the GTCO to simply close the GLM grant information.*

4. The GTCO document will be submitted for Departmental approval. If an approver determines the Grant Close-Out/Audit document is in error or does not contain the correct supporting documentation, the document can be rejected.
5. When approved, the Grant Close-Out/Audit (GTCO) document updates the Grant Close-Out/Audit Status Folder (GTCOSF) table.

Figure 7: Process of Creating a Grant Close-Out/Audit (GM-TB-010)



7.2. Grant Close-Out/Audit Document Components

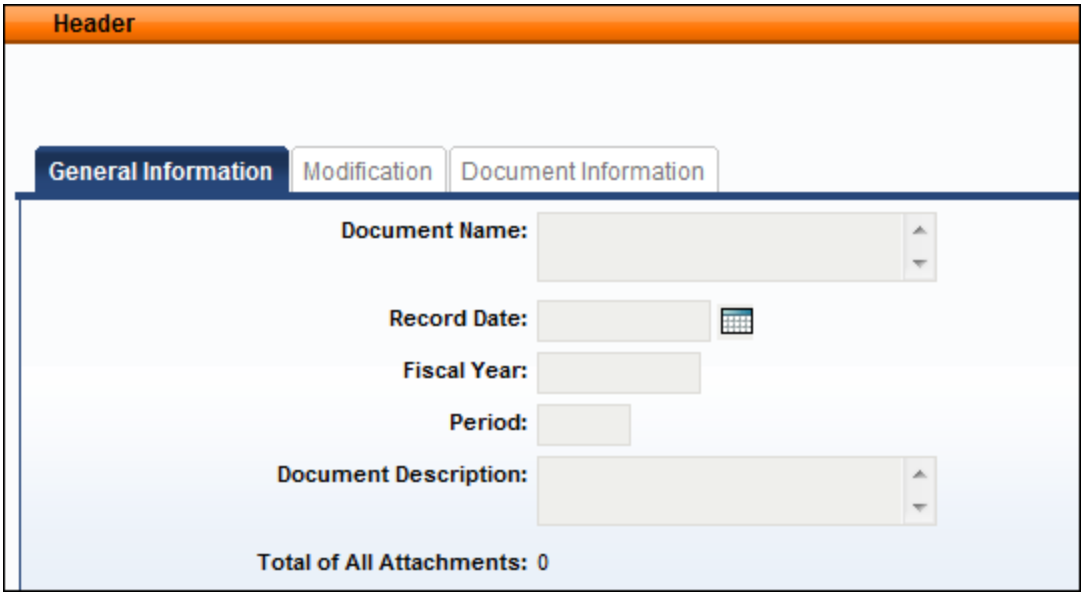
Documents in AFIS are made up of various components (sometimes referred to as 'sections'). Grant Close-out/Audit (GTCO) documents contain 4 components.

The components of a GTCO are:

- **Header** - Stores values that apply to the entire document
- **Grant Close-Out / Audit** – Contains grant information details, including the Grant ID, Total Amended Amount, and the ability for the Grant Program Manager to enter specific comments about audit and close-out process.
- **Grant Close-Out / Audit Dates** – Optional. This component allows the Grant Program Manager to set up a schedule of Audit Tasks with a due date of when audits need to be performed and sent to the Grantor. The Grant Administrator can assign an approver and alert a user group with next alert date and message. The audit dates have a place to track completion of the audit or close-out. Can be used to include optional centrally controlled Grant Date as well as department specific Grant User Group Templates.
- **Close-Out/Audit Alert User Groups** – Optional. Allows you to indicate the users that you want notified about specific close-out/audit dates and tasks. Can be used to include Grant users to whom alert notifications can be sent regarding the dates/tasks.

GTCO Header Component

The Header component stores values that apply to all components of the GTCO document. The General Information tab contains descriptive fields and date information common to most document headers.



GTCO Header – General Information Tab

The General Information tab contains fields common to most AFIS documents, including the optional Document Name and Description fields, as well as the system inferred Record Date, Fiscal Year and (Accounting) Period fields.

GTCO Header – Modification Tab

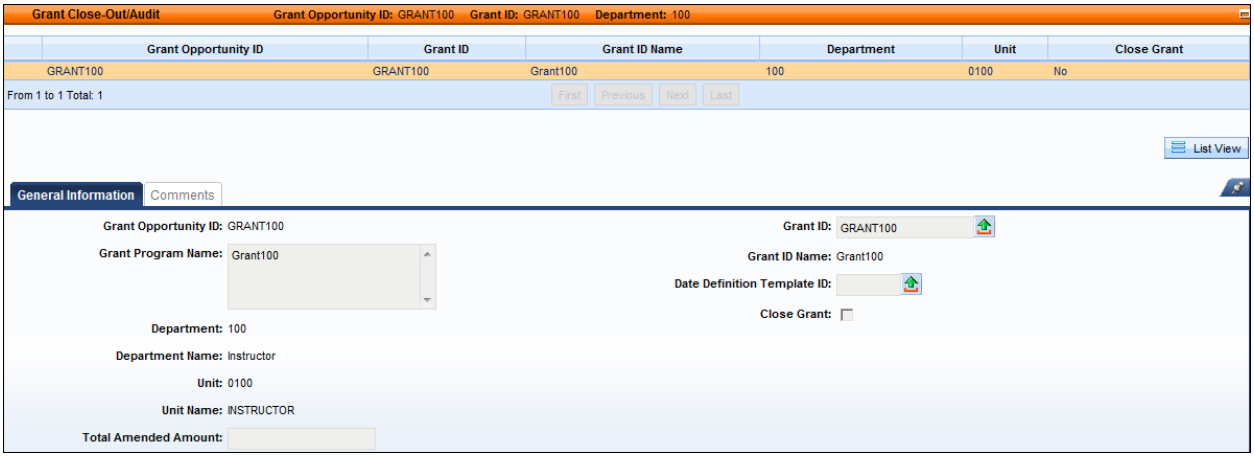
This field is not used since the GTCO document will not be modified. Instead, a Grant Close-out/Audit Revision (GTCOR) document will be created to modify a grant close-out. The GTCOR document is discussed later in this lesson.

GTCO Header – Document Information Tab

The Document Information tab displays the user ID's and dates for document creation and modification.

GTCO Grant Close-Out / Audit Component

The Grant Close-Out/Audit component is unique to the GTCO document and is used to identify the type of amendment, and the amendment details.



GTCO Grant Close-Out / Audit – General Information Tab

This tab contains the Grant Opportunity ID, Grant Program Name, Grant ID, Grant ID Name, Department, Department Name, and Total Amended Amount fields, which are inferred from the Grant Opportunity and Grant Award information. The inferred fields cannot be deleted or changed.

The Total Amended Amount displays the sum of the Awarded Amount + Prior Amendment + Amendment Amount. A Date Definition Template ID can be assigned on this component.

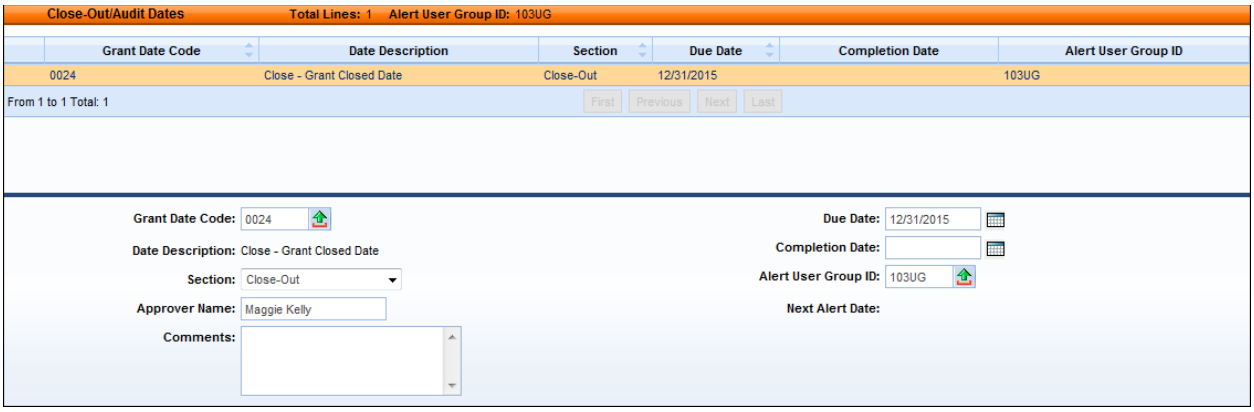
The Close Grant checkbox **will not be used**, according to the State's process.

GTCO Grant Close-Out / Audit – Comments Tab

This tab allows the Grant Program Manager to enter free-form comments about audit and close-out process.

GTCO Grant Close-Out / Audit Dates Component

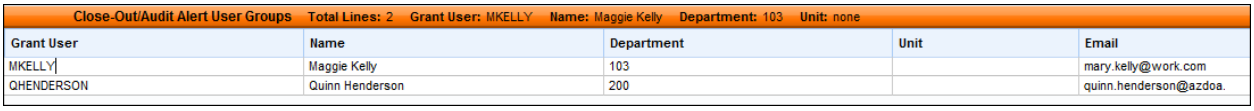
This component allows the Grant Program Manager to set up a schedule of close-out and audit tasks with a due date of when each task needs to be performed. The Grant Close-Out/Audit Dates can be added one record at a time in this component or the dates can be loaded from a template (entered on the GTCO Grant Close-Out / Audit – General Information Tab). The dates may also be used to include optional, centrally controlled tasks/dates as well as department specific Grant User Group Templates. Each task may be assigned an approver and alert a user group with next alert date and message. The tasks/dates have a place to track completion and comments.



GTCO Grant Close-Out / Audit Alert User Groups Component

This component allows identifies the users who should be notified about specific amendment dates. Users may be entered by two methods:

- Select a Grant User Group Template from the Alert User Group ID picklist on the Amendment Dates component, then click the Load Alert Grant User Group Template link to load all users that belong to that template
- Manually add Grant Users in the Amendment Alert User Groups component. You may also delete users loaded from the template, and you can modify the email address for Grant Users added from the template



7.3. Grant Close-Out/Audit Data Entry

Each GTCO document component requires information and/or verification. This topic describes the data entry requirements for GTCO documents. To create a GTCO document, Copy Forward from the Grant Award (GTAW), Grant Award Revision (GTAWR), or enter the GTCO manually.

GTCO Header

The GTCO document opens to the Header component, General Information tab. All fields in the Header component are optional.

GTCO Grant Close-Out/Audit

Most fields in the GTCO Grant Close-Out/Audit component are inferred from the Grant Award. To track reminder dates for upcoming audits and track audit information, select the appropriate Grant Date Definition Template ID from the picklist, then click the Load Date Definition Template button. **Leave the Close Grant checkbox unchecked.**

GTCO Close-Out/Audit Dates

The Close-Out/Audit Dates component is only required if notifications must be sent out.

If the Date Definition Template was entered, and the Load Date Definition Template button was clicked in the Grant Close-Out/Audit component, then records are auto populated in this component. These records can be modified or deleted, and additional records may be added.

To delete an entry, in the grid, click the trash can icon for the line to be deleted. To add entries, click the Insert New Line icon to create a new blank line, then complete the following fields:

- **Grant Date Code** – This is a required field. Select a Grant Date code from the picklist
- **Date Description** - Populated from Grant Date Code
- **Section** – Select Audit Tracking, Misc Audit, or Close-Out
- **Approver name** – Optional. Refer to department procedure
- **Comments** –Optional. Refer to department procedure
- **Due Date** –This field is optional and is used to record the due date for the task or milestone associated with the Grant Date Code. Refer to department procedure
- **Completion Date** – Optional. This field is normally populated by the assigned Grant User when the task is completed
- **Alert User Group ID** – This is a required field. Select the Alert User Group ID to be notified of the task
- **Next Alert Date** – This field is auto populated and indicates the date that an alert will be sent

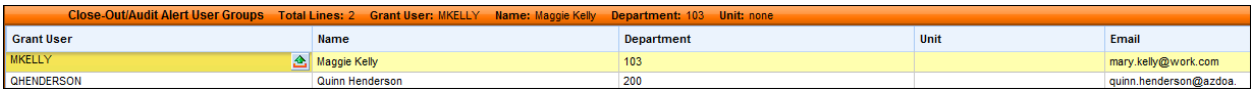
Once the required fields are populated, click the Load Alert User Group Template button at the bottom right corner of the page. This action auto-generates the records on the Close-Out/Audit Alert User Group component for the selected Alert User Group ID. Repeat this process for the remaining Close-Out/Audit Dates.

GTCO Close-Out/Audit Alert User Groups

The Close-Out/Audit Alert User Groups component is only enabled and required if the Close-Out/Audit Dates component was filled out. This component is a child record of the Close-Out/Audit Dates component, so select the proper Grant Date Code in the Close-Out/Audit Dates component before navigating to the Close-Out/Audit Alert User Groups component.

The Close-Out/Audit Alert User Groups component lists the users that will be notified about specific Close-Out/Audit dates. This component is auto-populated with all users that belong to the template specified on a Close-Out/Audit Dates component record when clicking the Load Alert Grant User Group on that record. These entries may be modified or deleted if necessary.

This component is automatically displayed in the Grid format (i.e., tabular format similar to a spreadsheet). Several data entry options are provided by right-clicking on a record in the grid.



Close-Out/Audit Alert User Groups Total Lines: 2 Grant User: MKELLY Name: Maggie Kelly Department: 103 Unit: none

Grant User	Name	Department	Unit	Email
MKELLY	Maggie Kelly	103		mary.kelly@work.com
QHENDERSON	Quinn Henderson	200		quinn.henderson@azdoa.

To delete a user, right-click on the line you want to delete and select Delete Line from the right-click options that appear.

To modify a record, click in the field needing the update and make the change.

To manually add Grant Users and/or other individuals to receive alert notifications, select the Insert New Line button or right-click option.

The Grant User, Department, and Unit fields are not required, which allows the addition of a Name and Email address for someone who may not be setup as a Grant User (e.g., for an email notification sent to an external party).

7.4. Entering a Grant Close-Out/Audit

Information related to Grant Close-Out and Audit activities are recorded in AFIS using the Grant Close-Out/Audit (GTCO) document. Once the GTCO achieves Final phase, the information is recorded within the Grant Close-Out/Audit Status Folder (GTCOSF).

Grant Close-Out/Audit (GTCO) documents are normally created by a Copy Forward from the GTAW or GTAWR, accessed from the Documents component of the Grant Award status folder (GTAWSF). Using the Copy Forward feature will pre-populate the GTCO document all relevant data of the Grant Award from the Grant Award Status Folder (GTAWSF). The Grant Manager will then complete the missing data within the draft GTCO document.

ACTIVITY 7.4

Process a Grant Close-Out Audit Document via Copy Forward from the GTAW

Scenario

You are nearing the end of the Grant Award period. Process a Grant Close-Out/Audit document to establish and manage the tasks related to closing and auditing the grant.

- ✓ User is logged in to the AFIS Home Page.
- ✓ Activity 5.8 is fully completed.

Steps

A. Navigate to the Grant Award Status Folder and search for your Grant ID.

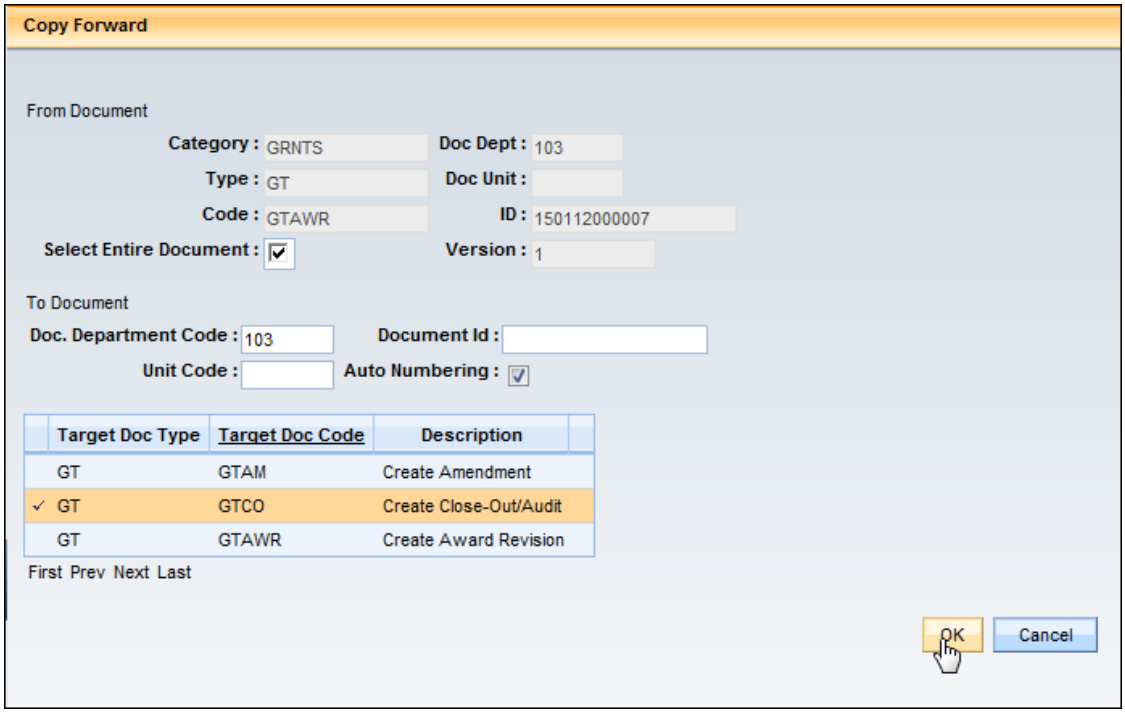
1. In the **Jump to** field, enter ***GTAWSF***.
2. Click **Go**. The GTAWSF opens and a search window is displayed.
3. In the **Grant ID** field, enter ***the Grant ID from your student data card***.
4. Click **Ok**. Your Grant Award record is displayed.

B. Open your GTAWR document.

1. Click the **Documents** component.
2. Your GTAW and GTAWR documents are displayed in the grid.
3. Click the **GTAWR Document ID** link to navigate to your document. The GTAWR opens and the Header component is displayed.

C. Copy Forward to create a GTCO document.

1. Click the **Copy Forward** button in the lower left corner of the screen. The Copy Forward page is displayed.
2. In the **Doc. Department Code** field, enter ***the Department used on the GTAWR document***.
3. In the **Unit Code** field, enter ***the Unit code from the prior GTAWR documents.***
4. Check the **Auto Numbering** checkbox.
5. In the grid, click the line for Target Doc Code **GTCO**.
6. Click **OK**. The GTCO document opens and the Header component is displayed.

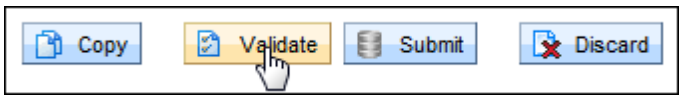


D. Complete the Close-Out/Audit component.

1. On the Document Navigator, click **Grant Close-Out/Audit**.
2. Click the **Comments** tab.
3. In the **Comments** field, enter **All grant related activity has been finalized and the grant is closed.**

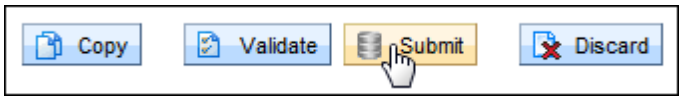
E. Check the GTCO document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully**."



2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner:

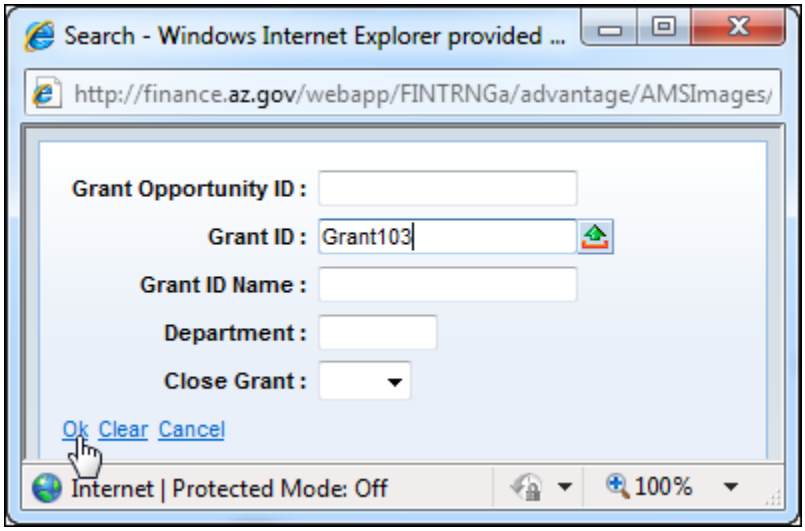
"**Document submitted successfully**." (Note: Successfully submitted GLM documents will be routed for necessary approvals via AFIS Workflow.)



F. Navigate to the Grant Close-Out/Audit Status Folder and view your grant close-out/audit record.

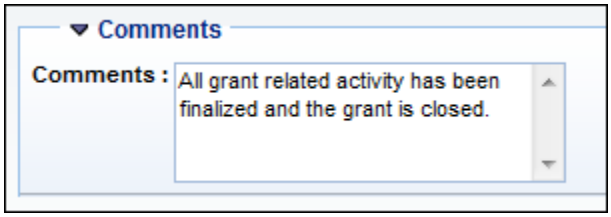
1. In the **Jump to** field, enter ***GTCOSF***.
2. Click **Go.** The GTCOSF page opens and a search window is displayed.

3. In the **Grant ID** field, enter ***the Grant ID from the student data card***.
4. Click **Ok**. Your grant close-out/audit record is displayed in the grid and the Grant Close-Out/Audit/General Information component is displayed.



G. View the information in the GTCOSF, then return to the Home Page.

1. Click the **Close-Out/Audit** component to expand it.
2. Verify comments have been added.



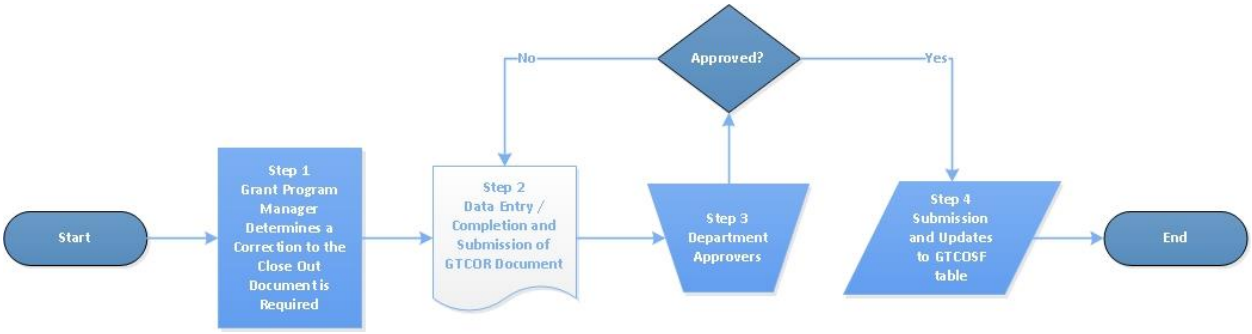
3. Click **Home in the Primary Navigation Panel** to return to the Home Page.

7.5. State Process Overview – Grant Close-Out Revision

The steps below describe the statewide process. Your agency may have additional requirements. This process is referenced in To Be ID GM-TB-011 and represented by Figure 8 below.

1. A Grant Program Manager may determine that after the initial creation of the close out, an update or correction of the information or due dates may be required.
2. Changes made to the Grant Close-Out/Audit record are recorded through a Grant Close-Out/Audit Revision (GTCOR) document. This document is created as a Copy Forward from the Grant Close-Out/Audit (GTCO) document, or most recent Grant Close-out/Audit Revision (GTCOR) document if any exist. The primary function of the Grant Close-Out/Audit document is to record the activities and reminders needed for the close out and audit activities, assigning due dates for these activities. To modify these activities and/or dates, the GTCOR is used. Additional supporting documentation for this Grant Close-Out and Audit can be attached to the GTCOR document.
3. The GTCOR document is submitted for Departmental approval. If an approver determines the Grant Close-Out Revision is in error or does not contain the correct supporting documentation, the document can be rejected.
4. When approved, the Grant Close-Out/Audit Revision (GTCOR) document updates the Grant Close-Out/Audit Status Folder (GTCOSF) table.

Figure 8: Process of Creating a Grant Close-Out/Audit Revision (GM-TB-011)



7.6. Grant Close-Out/Audit Revision Document Components

The Grant Close-Out/Audit Revision Document (GTCOR) has the same components, tabs, and fields as does the Grant Close-Out/Audit document (GTCO).

7.7. Grant Close-Out/Audit Revision Data Entry

The Grant Close-Out/Audit Revision (GTCOR) document facilitates revisions of existing Grant Close-Out/Audit information previously created by the Grant Close-Out/Audit (GTCO) document. This document allows the Grant Administrator or Program Manager to track audit information as well as revise, add or delete reminder dates for upcoming audits.

The Grant Close-Out/Audit Revision document can only be created via Copy Forward on the Grant Close-Out/Audit document and Grant Close-Out/Audit Revision document.

A Grant Close-Out/Audit Revision document cannot be modified. In the case of modifications, a new Grant Close-Out/Audit Revision document should be created.

The system will not allow you to delete a Status record using the Grant Close-Out/Audit Revision document. In this case, an entire Grant Close-Out/Audit record must be deleted from the Status Folder directly.

When the Grant Close-Out/Audit Revision document is submitted to Final, the changes that were made to existing Close-Out/Audit records and associated Dates or Alert User Groups will be updated for that particular record in the Grant Close-Out/Audit Status Folder.

***Note**: Unlike the Grant Close-Out/Audit (GTCO) document, the GTCOR document will not re-load information after the Copy Forward is completed, even when the key fields change. In order to prevent users from inadvertently deleting records via revision documents, a warning will be issued upon validating or submitting the document if the number of lines on the document do not match the number of lines on the Close-Out/Audit Status Folder table. If you delete a record via the revision document and it rejects, then you may re-enter the value or create a new revision document.*

AFIS will issue an error if you attempt to update fields directly on the Close-Out/Audit Status Folder if another revision document is in Draft or Pending status. This edit prevents users from updating data on the table which will subsequently be overridden once the revision document is submitted to Final. The exception to this rule applies to the Completion Date, Approve Name, and Comments fields, which may be edited even if a Grant Close-Out/Audit Revision document has been created for the Grant ID.

Grant Close-Out/Audit Revision documents must use an existing Grant Opportunity ID and Grant ID value, a new value cannot be created and an existing value cannot be changed or deleted.

Lesson Summary

In this lesson:

- Examined the process of creating a Grant Close-Out/Audit document
- Identified the components of the Grant Close-Out/Audit document
- Created a Grant Close-Out/Audit document
- Revised a Grant Close-Out/Audit record using a Grant Close-Out/Audit Revision document
- Researched the Grant Close-Out/Audit Status Folder

Check Your Progress

1. The purpose of the Grant Close-Out/Audit document is to _____.
   a. Record the results of the federal single audits
   b. Delete information related to a specific grant
   c. Inactivate the corresponding cost structure in the AFIS Cost Accounting area
   d. Track and manage a schedule of activities related to closing a grant and collect supporting documentation.

2. The GTCO document is generated by _____.
   a. Copying forward from the GTAW
   b. Copying forward from the GTAWR
   c. The eCivis integration
   d. All of the above
   e. a. and b. only

3. If a grant close-out activity is changed, the GTCO document may be modified to record the updated information.
   a. True
   b. False

8. Researching Grant Lifecycle Management Activities

Learning Objectives

In this lesson, you will:

- Identify two types of pages used to research grant activity throughout the grant lifecycle
- Identify the information displayed on the Grant Lifecycle Summary (GRNTSUM) page

Lesson Overview

Two types of pages are available in AFIS to research grant activities: the GLM status folders and the Grant Lifecycle Summary (GRNTSUM) page. This lesson describes the GRNTSUM page.

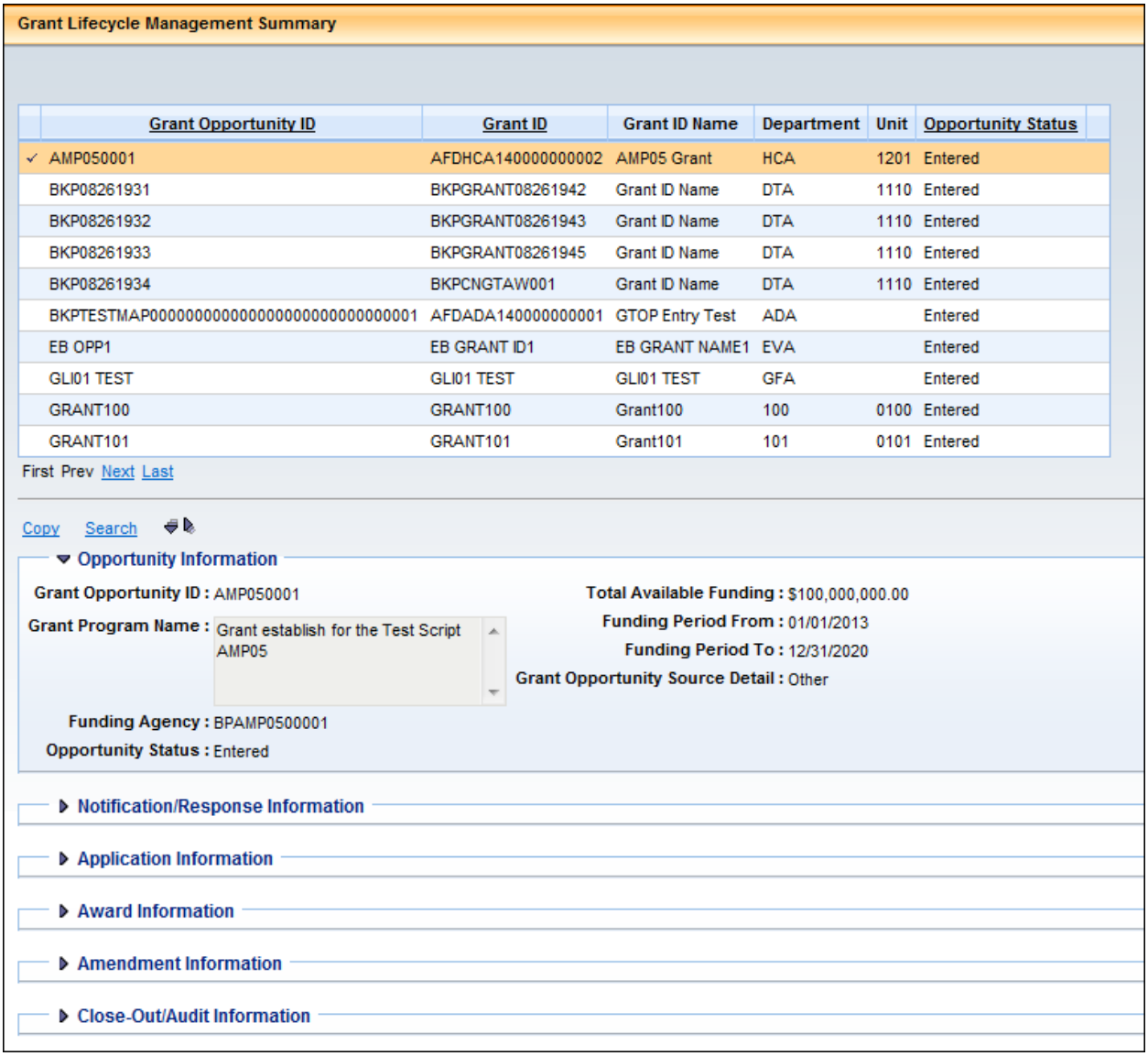
8.1. Research Grant Activities in AFIS

Throughout this training guide, you have researched information for Grant Applications, awards, amendments and close-out/audit activities using the status folder associated with each phase of the grant lifecycle. There is an additional inquiry page that can be used as a single point of reference for all activities for a given grant or grant opportunity: the Grant Lifecycle Summary (GRNTSUM) page.

Using the search window on the GRNTSUM page, you may search for a grant activity using one of the following criteria:

- Grant Opportunity ID
- Grant ID
- Grant ID Name
- Opportunity Status

The GRNTSUM page displays one record per Opportunity ID and Grant ID combination. It provides summary level information about the grant, and also links to each of the status folders.

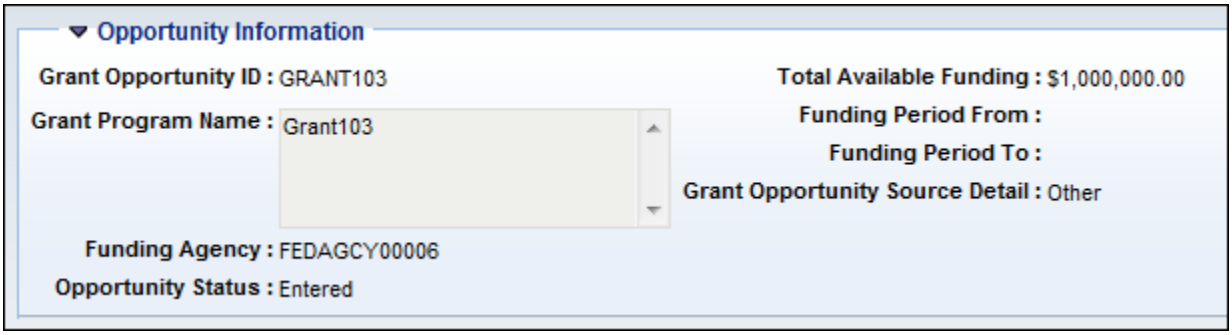


The Grant Lifecycle Summary (GRNTSUM) page

The GRNTSUM page contains six sections: one for each phase in the grant lifecycle.

Opportunity Information

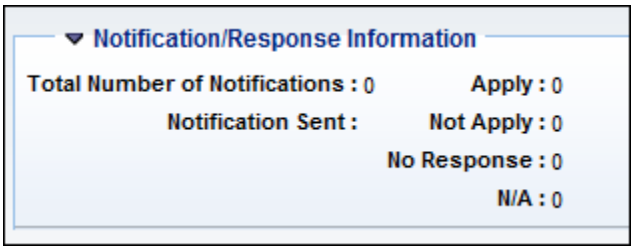
This component displays the fields inferred from the Grant Opportunity.



Notification/Response Information

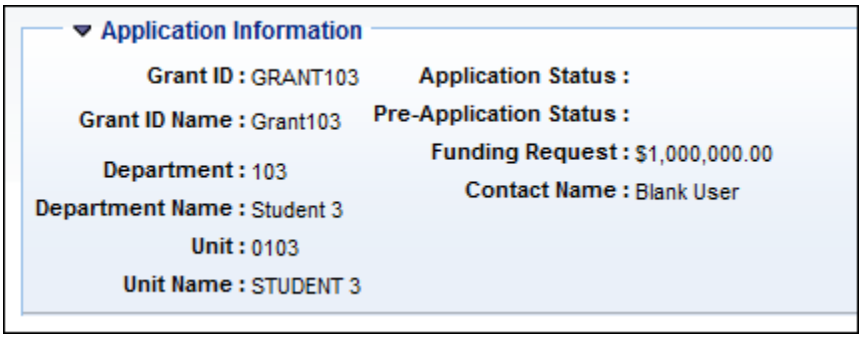
This component displays the Total Number of Notifications, Apply, Not Apply, No Response, and N/A fields that are inferred from the Grant Response.

The Latest Notification Sent field displays the date of latest notification sent for a particular opportunity.



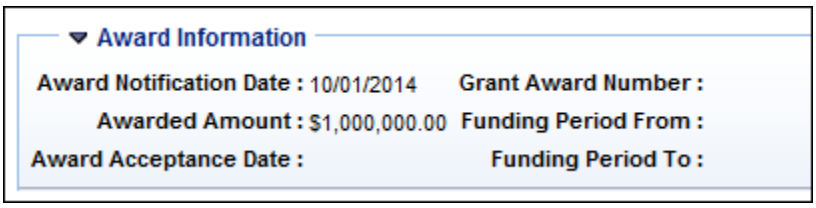
Application Information

This component displays the Grant Application information that is inferred from the Grant Application.



Award Information

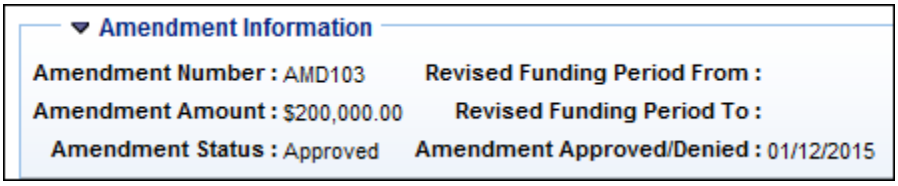
This component displays the Grant Award information that is inferred from the Grant Award.



Amendment Information

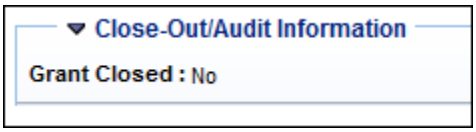
This component displays the amendment information that is inferred from Grant Amendment. The Amendment Number, Amendment Status, and Amendment Approved/Denied fields will display the values of the most recent amendment record for the particular Grant ID.

***Note**: The Amended Amount is the Total Amended Amount value in the most recent amendment record for the particular Grant ID.*



Close-Out/Audit Information

This component provides the information about Grant Close-Out/Audit. The Grant Closed field displayed in the Close-Out/Audit Information component is inferred from the Close Grant field in the Close-Out/Audit Status Folder (GTCOSF) table.



Lesson Summary

In this lesson, you:

- Identified two types of pages used to research grant activity throughout the grant lifecycle
- Identified the information displayed on the Grant Lifecycle Summary (GRNTSUM) page

Check Your Progress

1. The Grant Lifecycle Summary page displays information that is not otherwise found on the related status folders.
   a. True
   b. False

2. The Grant Lifecycle Summary page provides links to each of the status folders.
   a. True
   b. False

Appendix

ANSWER KEYS

Below are answer keys for the Check Your Progress quizzes found at the end of each lesson.

Lesson 2

1. a. True. (Section 2.3 GLM Statuses, Status Folders and Documents)
2. a. True. (Section 2.3 GLM Statuses, Status Folders and Documents)
3. d. GTCO (Section 2.3 GLM Statuses, Status Folders and Documents)

Lesson 3

1. b. False. (Section 3.1 Grant User)
2. a. True. (Section 3.3 Grant User Group Template Data Entry)

Lesson 4

1. d. All of the above. (Section 4.2 Grant Application Document Components)
2. b. True. (Section 4.7 Grant Application Revision Data Entry)
3. b. The associated record on the GTAPSF. (Section 4.8 Entering a Grant Application Revision)
4. b. False. (Section 4.7 Grant Application Revision Data Entry)

Lesson 5

1. e. a. and b. only (Lesson Overview)
2. b. True. (Section 5.5 State Process Overview – Grant Award Revision)
3. a. True. (Section 5.2 Grant Award Document Components)
4. b. False. (Section 5.7 Grant Award Revision Data Entry)

Lesson 6

1. e. a. and b. only. (Section 6.3 Grant Amendment Data Entry)
2. b. False. (Section 6.2 State Process Overview – Grant Amendments)

Lesson 7

1. d. Track and manage a schedule of activities related to closing a grant and collect supporting documentation. (Lesson Overview)
2. e. a. and b. only. (Section 7.1 State Process Overview – Grant Close-Out)
3. b. False. (Section 7.5 State Process Overview – Grant Close-Out Revision)

Lesson 8

1. b. False. (Section 8.1 The Grant Lifecycle Summary)
2. a. True. (Section 8.1 The Grant Lifecycle Summary)