



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>eCivis and AFIS</i>	Issued:	02/20/2015
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TO: Technical Bulletin Administrators
All Agencies

FROM: D. Clark Partridge
State Comptroller

AUTHORITY

A.R.S. § 41-703 Duties of director

DEFINITIONS

AFIS: Arizona Financial Information System; the principal automated accounting system of Arizona State Government.

Agency: Any department, authority, board, commission, council, administration, court, registrar, office, institution, or other entity in the Executive, Legislative, or Judicial branch of Arizona State Government.

Award: The payment of monies or the commitment to pay monies through a grant or other arrangement to support a program or otherwise agreed upon undertaking.

Award document: Any written instrument communicating the conditions of an award.

CAS: Cost Accounting Structure.

DUNS number: Data Universal Numbering System number; a nine-digit identification number—unique to an entity, its location, one of its divisions, etc.—provided by Dun & Bradstreet. DUNS numbers are used by agencies in exchanging grant information with the Federal Government.

DUNS+4: A 4-character suffix that may be appended by an entity onto its DUNS number.

eCivis: An automated system, administered by the GFR, containing grant-related information such as grant opportunities, grant applications and grant awards.

FAIN: Federal Award Identification Number.

GAO: The General Accounting Office, a division of the Arizona Department of Administration.

GFR: The Office of Grants and Federal Resources, a unit within the Arizona Department of Administration.

GLM: Grant Life-cycle Management; the module in the *new* AFIS that assists in the administration of grants.

Grant: An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, from one entity, the grantor, to another entity, the grantee or

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recipient. A grant is typically made to achieve some goal or to fund a specific program or project and imposes some level of compliance, oversight and reporting on the part of the grantee. The term does not include technical assistance that provides services instead of money or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, food commodities, vouchers, insurance or direct appropriations.

Grantee: The entity to which a grant is directly awarded and that is accountable for the use of the funds provides.

Grantor: The entity that awards a grant and to which the grantee is accountable for the use of the funds.

NOA: Notice of award; the legal document issued to notify the recipient that an award has been made and that funds may be requested from the appropriate payment system.

SAI: State Application Identifier; a unique, eight-character, alphanumeric designation assigned by GFR to each grant application submitted by an agency.

INTRODUCTION

At the time of this technical bulletin's publication, the State is anticipating the implementation of a ***new*** AFIS; its target "go live" date is July 1, 2015.

An interface between eCivis and the ***new*** AFIS will transfer certain grant information from the former to the GLM module of the latter, thereby reducing duplication of effort, diminishing the likelihood of errors and providing agencies using eCivis significant advantages in managing grants.

This technical bulletin specifies the dates by which agencies will need to establish grant information in eCivis to create an effective interface with the ***new*** AFIS and take advantage of the benefits the interface will offer.

Detailed instructions for working in eCivis can be found at the GFR website at <https://grants.az.gov/>.

POLICY

1. In order to effectively use eCivis in conjunction with the ***new*** AFIS and to maximize the efficiencies that may be realized from the interface between those systems, grants with funding periods:
 - a. Beginning before March 1, 2015, and ending after June 30, 2015, should be established in eCivis before February 28, 2015.
 - b. Beginning on or after March 1, 2015, and before July 1, 2015, and ending after June 30, 2015, should be established in eCivis before July 1, 2015.

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2. The data that, when captured in eCivis, are interfaced into the ***new*** AFIS are contained in the table that follows. This table also acts as a crosswalk between the data element/field titles used in eCivis, and the ***new*** AFIS data element/field titles.
3. Whether interfaced from eCivis or entered directly into the ***new*** AFIS, the appropriate grant information will create a GLM document that can be used to produce a CAS that, once approved by the GAO, will be used for all accounting activity related to the grant.
4. Agencies using the DUNS+4 should enter the suffix into GLM, not eCivis.
5. Effective January 1, 2015, an agency’s acquisition of a GFR-issued SAI number requires entering the grant information into eCivis.
6. A copy of the relevant award document(s) should be uploaded as an attachment to the appropriate record in eCivis.

eCivis data element/field title	<i>new</i> AFIS data element/field title	Note
Department	Department	Completed during agency’s eCivis account set-up using the AFIS agency code.
Funding Description	Funding Agency	eCivis generates the specific department/office within State or Federal government or the specific name of the local or private source.
Projected Award \$	Funding Request	
Internal Grant ID	Grant ID	SAI letter generated by GFR at either the Application Preparation or Submitted stages and posted in the Document tab of the Project Dashboard. The SAI is input into Internal Grant ID by GFR at the Award Stage.
Project Name	Grant ID Name	The Project Name can be anything the grant funding is being used to support.
Grant Title	Grant Program Name	eCivis generates the name of the specific funding opportunity.
Funding Type	Grant Type	eCivis identifies the funding source as Federal, State or local funding.
Actual Funds	Total Available Funding	eCivis generated; however, if not available, it will default to the stated or entered Projected Award \$.
Awarded Amount	Awarded Amount	
Grant Contractor Number	Grant Award Number	Agency eCivis user should input the initial Grant Award Number, Grant Number, FAIN, Document Number or other funder/grantor authorized unique identifier as on the NOA.
DUNS Number	DUNS Number	
Contract Start Date	Funding Period From	The Project Period From date as stated in

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eCivis data element/field title	new AFIS data element/field title	Note
		the NOA.
Contract Close Date	Funding Period To	The Project Period Through date as stated in the NOA.
Application Due Date	Application Due Date	
Notes	Comments	There are four Notes fields in eCivis that may be used; all four will interface with the <i>new</i> AFIS Comments field
Phone	Contact Phone	Completed during individual eCivis user account setup.
Email	Contact Email	Completed during individual eCivis user account setup.
Competitive or Non-competitive	Funding Type	User must click on appropriate circle within eCivis.
Project Summary	Program Description	A brief description of the project.

ON-LINE AVAILABILITY

Copies of all Technical Bulletins and many GAO Forms are available for viewing and downloading from the General Accounting Office Website located at:

<https://gao.az.gov>

AREAS IMPACTED

All State agencies.

QUESTIONS, COMMENTS, CONCERNS, RECOMMENDATIONS AND FEEDBACK

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison.

We welcome your comments, concerns, recommendations and feedback. You are invited to send your suggestions to us at:

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