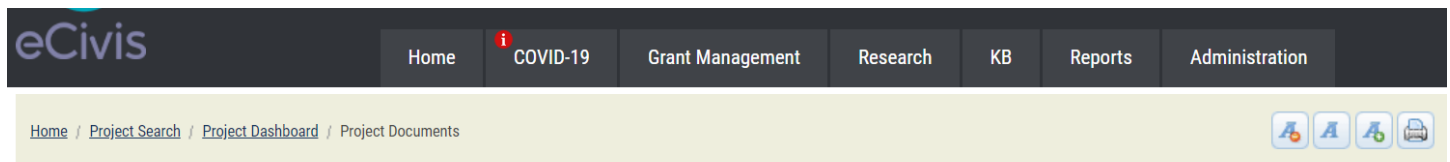


# GAO Grant Lifecycle Monthly Reconciliation

## **Establish a grant/project in eCivis and receive State Application Identifier (SAI in eCivis) Number**

Per the State of Arizona Accounting Manual (SAAM) Topic 70 Section 05 titled eCivis and AFIS, the lifecycle of **ALL** grants in the State of Arizona shall start in eCivis.

Once a grant has been given a State Application Identification number (SAI) and placed into “Awarded” status in eCivis it is then noticed by the nightly interface file. This interface process takes ALL open, active and awarded grants and places the information into the AFIS Grants Lifecycle Management (GLM) module. For more information on the interface process, refer to the “AFIS Grants Lifecycle Management” course in Tracorp.



## Project Documents

MTSS Mini-Grant 2020

ORG1980 TITLE I LEA <span style="float: right;">Minimize</span>					
Stage	Completed On	Manage Files	Download Files	Saved On	Saved By
Application Submitted	08/19/2019		▲		
Application Submitted Task Obtain SAI Number from the AZ Office of Grants and... (11/17/2019)	11/18/2019		▲		
Application Submitted Task Application Submitted (08/19/2019)	08/19/2019		▲		
<b>Grant Awarded</b>	09/10/2019		▼		
			<a href="#">2020 MTSS Mini-Grant - Approved Budget</a> (350.7 Kb)	11/16/2019	S. Cooper
			<a href="#">FY2020 MTSS Mini-Grant - Project Summary_19-09-10</a> (72.0 Kb)	11/16/2019	S. Cooper

## **Ensure the grant/project (SAI) has successfully interfaced into Arizona Financial Information System (AFIS) Grant Lifecycle Management (GLM) Module and now available as a Grant ID**

After the SAI has successfully interfaced into AFIS GLM confirm all information is correct including Total Available Funding, Funding Period From and To dates, CFDA number, Grant ID etc. This information can be found on the Grant Lifecycle Management Summary table (GRNTSUM). For additional information on navigating AFIS GLM please see the Tracorp training “AFIS Grants Lifecycle Management” and the Federal/Cost Accounting section of the GAO website for the document titled “Navigating Grant Lifecycle Management.” If any discrepancies exist, they should be noted and updated in eCivis. Since the interface process only transmits information one-way any update attempt in AFIS will not retain the information. Once all information is correct the Grant ID is ready to be attached to a corresponding cost structure in AFIS. This must be completed via a Cost Accounting Setup (CAS) or Cost Accounting Modification document (CAM).

Jump to: GRNTSUM Go Home Personalize

Procurement Budgeting Accounts Receivable Accounts Payable

### Grant Lifecycle Management Summary

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Unit	Opportunity Status
✓ SDA200161021032	SDA20016	MTSS Mini-Grant 2020	SDA		Entered

First Prev Next Last

Copy Search

▼ Opportunity Information

Grant Opportunity ID : SDA200161021032  
 Grant Program Name : TITLE I LEA  
 Funding Agency : ECIVISVEND  
 Opportunity Status : Entered

Total Available Funding : \$281,601.00  
 Funding Period From : 07/01/2019  
 Funding Period To : 06/30/2020  
 Grant Opportunity Source Detail : Other

▶ Notification/Response Information

▼ Application Information

Grant ID : SDA20016  
 Grant ID Name : MTSS Mini-Grant 2020  
 Department : SDA  
 Department Name : SCHOOLS FOR THE DEAF AND THE BLIND  
 Unit :  
 Unit Name :

Application Status :  
 Pre-Application Status :  
 Funding Request : \$7,789.60  
 Contact Name : SHAINA.COOPER

▼ Award Information

Award Notification Date : 09/10/2019 Grant Award Number : S010A190003  
 Awarded Amount : \$7,789.60 Funding Period From : 07/01/2019  
 Award Acceptance Date : Funding Period To : 06/30/2020

▶ Amendment Information

▶ Close-Out/Audit Information

Top

Opportunity Notification Response Application Award Amendment Close-Out/Audit

**Attach Grant ID to the corresponding AFIS cost structure via Cost Accounting Setup or Cost Accounting Modification document (both training and GAO website)**

The link between AFIS cost structures and eCivis is the SAI number/Grant ID. By attaching the Grant ID agencies can better track and report on their grants and utilize AFIS reports to their advantage. Having all of the information from eCivis tied to AFIS cost structures enables the agency to have multiple levels of reconciliation and accountability for their agency grants/projects. For additional information on completing this process please visit the GAO website under the Federal Cost Accounting section or in the Cost Accounting user guide under the Training section.

**Explanation of the Monthly Grant ID Reconciliation Report**

The Monthly Grant ID Reconciliation Report is designed to assist all state agencies with grant tracking and coordination; helping agencies to identify any potential gaps that may arise. Every Grant ID should correspond to at least one AFIS cost structure. There are multiple Grant ID based reports that must have Grant ID's attached to cost structures in any attempt to reconcile the reports. Two InfoAdvantage reports that require the Grant ID link and can be used to help comply with SAAM Topic 15 "Accounting Transactions and Structures" Section 10 "Cost Accounting Structures Certain Uses and Reconciliations" which states, "All grants, ISAs IGAs and donations must be individually reconciled monthly are the C075 and C081. More information regarding using these two reports can be found in the Quick Reference Guide (QRG) "Monthly Financial Review – Grants" on the GAO website under the Training section.

When the General Accounting Office completes the Monthly Grant ID Reconciliation Report all Grant ID's that have interfaced into AFIS but have yet to be associated with a cost structure will be identified on the spreadsheet with a yellow highlighted cell. All Grant ID's that receive a yellow highlight must have a Cost Accounting Setup (CAS) or Modification (CAM) document completed to associate the given Grant ID to the correct AFIS cost structure.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
GRANT ID RECONCILIATION														AFIS GLM								
DEI	MJPRG	A	PROG	A	GRANT	PPC	A	GRANT	CFDA	MJPRG	PROG	dept	GLM	GRNT	nt_opty	grnt_id_nm	E FROM ECIVIS	GTCO = 1	CFDA_NO	CFDA AWARD		
SDA	RSA VR TU	1	RSVRTUC	1	SFY20	1	SDA20015	84.126	5	SDA	SDA20016	SDA2001	MTSS Mini-Gr	SDA20016	0	84.010A	84.010A					

It is important to note that all information contained within the spreadsheet columns A-M is pulled directly out of AFIS and represents all cost structures that have been established for your agency. Here is a list of each column and what it represents:

A = Department

B= Major Program

C = Identifies whether the Major Program is active or inactive (1 = Active, 0 = Inactive)

D = Grant ID on Major Program (This will only have information if a Grant ID is placed at the Major Program level of a cost structure)

E = Program

F = Identifies whether the Program is active or inactive (1 = Active, 0 = Inactive)

G = Grant ID on Program (This will only have information if a Grant ID is placed at the Program level of a cost structure)

H = Program Period Code (PPC)

I = Identifies whether the Program Period Code is active or inactive (1 = Active, 0 = Inactive)

J = Grant ID on Program Period – This is the most common level to place Grant ID's (This will only have information if a Grant ID is placed at the Program Period level of a cost structure)

K = Catalog of Federal Domestic Assistance number (CFDA) attached to the project/grant this field may be updated via CAS/CAM documents

L = Major Program Category Rollup (This indicates whether the grant is state, federal, or otherwise funded)

M = Program Category Rollup (This indicates whether the given program is state, federal, or otherwise funded)

Columns O-V represents all open and active Grant ID's in AFIS GLM and the information associated with them.

\*Reminder if any information in this section appears incorrect it must be updated in eCivis

O = Department

P = Grant ID (open and active 8 character SAI number from eCivis. Closed SAI's/Grant ID's do not interface)

Q = Grant Opportunity ID (This ID is automatically generated by the AFIS system during the interface process)

R = Grant ID name

S = State Application Identifier (SAI from eCivis which should match column P)

T = This column should always have a value of "0" to represent it has not had a Grant Close-Out document completed for that Grant ID (only Grant ID's that have not been closed out should be on the report)

U = Catalog of Federal Domestic Assistance number in the Grant Opportunity Status folder (this interfaces into GLM from eCivis)

V = Catalog of Federal Domestic Assistance number in the Grant Award Status folder (this interfaces into GLM from eCivis)

The screenshot displays the 'Cost Accounting Setup(CAS)' interface. At the top, it shows 'Dept: SDA ID: 200000000055 Ver.: 1 Function: New Phase: Final' and 'Modified by 138542, 03/03/2020'. The main content area is titled 'Program Period @ 2' and shows a table with columns: Department, Major Program, Program Period, Program Period Inf From, Program Period Inf To, Reimb Status, and Program Period Sequence. The table contains one row: SDA, MTSS MINI-GRANT, SFY20, 07/01/2019, 06/30/2020, Allowed for Reimbursement. Below the table are several sections: 'General Information' (Department: SDA, Major Program: MTSS MINI-GRANT, Program Period: SFY20, Program Period Name: MTSS MINI-GRANT, Short Name: MTSS MINI-GRANT, Program Period Inf From: 07/01/2019, Program Period Inf To: 06/30/2020, Active: checked, Budgeting: checked, Reimb Status: Allowed for Reimbursement), 'General Options' (Stage Definition: No, Grant ID: SDA20016, Grant ID Name: MTSS Mini-Grant 2020), 'Description/Contact' (Contact: empty, Description: empty), and 'Funding Identification' (Federal Catalog Agency: EDUC, Federal Catalog Prefix: 84, Federal Catalog Suffix: 010, Federal Agency Name: Department of Education, Federal Appropriation No: empty, SEFA ID: empty, SEFA Description: empty, Common Accounting No: empty, External Account No: empty, Letter of Credit No: empty, Construction Budgeting Authority No: empty).

After the CAS/CAM document has been approved both departmentally and by GAO with the Grant ID it will no longer be highlighted yellow on the reconciliation report.

## Identifying Federal cost structures that are missing Grant ID's

The next section of the Grant ID Reconciliation Report identifies all federally funded projects (this is identified through columns K, L and M) that are lacking a Grant ID. These cells will be highlighted blue. If a cell is identified as missing a Grant ID there are two possibilities for this:

- 1) The agency has not yet established the grant/project in eCivis
- 2) The agency has created the Grant ID but it has not yet been associated to a cost structure

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
GRANT ID RECONCILIATION										AFIS GLM											
DEI	MJPRG	A	PROG	A	GRANT	PPC	A	GRANT	CFDA	MJPRG	PROG										
SDA	AZEIP	1	AZEIP	1		SFY18	1		84.181		5										

If it falls under the first option then the agency must first obtain the SAI/Grant ID in eCivis and once received it needs to be associated to the correct cost structure by CAS/CAM document. If it is the second possibility and it has already been created and interfaced into GLM then the agency just needs to complete the CAS/CAM document to add the Grant ID and resolve the issue.

View All 1 of 1 | Approve action completed.

Cost Accounting Setup(CAS) Dept: SDA ID: 20000000055 Ver.: 1 Function: New Phase: Final Modified by 138542, 03/03/2020

Document Navigator: Header, Major Program, Program, Program Phase, Program Period, Funding Profile, Funding Priority, Funding Line, Internal Buyer Funding Line, Funding Profile Inference, Budget, Created Documents

Program Period @2 Total Lines: 1 Program Period: SFY20

Department	Major Program	Program Period	Program Period Inf From	Program Period Inf To	Reimb Status	Program Period Sequence
SDA	MTSS MINI-GRANT	SFY20	07/01/2019	06/30/2020	Allowed for Reimbursement	

From 1 to 1 Total: 1 First Previous Next Last Show Lines: 10 Export to CSV Tab View

General Information

Department: SDA \* Program Period Inf From: 07/01/2019  
 Major Program: MTSS MINI-GRANT \* Program Period Inf To: 06/30/2020  
 Major Program Name: MTSS MINI-GRANT Active:   
 \* Program Period: SFY20 Budgeting:   
 \* Program Period Name: MTSS MINI-GRANT Reimb Status: Allowed for Reimbursement  
 \* Short Name: MTSS MINI-GRANT

General Options

Stage Definition: No Grant ID: SDA20016  
 Stage Profile: [upload] Grant ID Name: MTSS Mini-Grant 2020

Description/Contact

Contact: [upload] Description: [text area]

Funding Identification

Federal Catalog Agency: EDUC SEFA ID: [text area]  
 Federal Catalog Prefix: 84 SEFA Description: [text area]  
 Federal Catalog Suffix: 010  
 Federal Agency Name: Department of Education Common Accounting No: [text area]  
 Federal Appropriation No: [upload] External Account No: [text area]  
 Letter of Credit No: [text area]  
 Construction Budgeting Authority No: [text area]

**Identifying and correcting any discrepancies between AFIS cost structures and eCivis for Federal Grants**

During the reconciliation process after all Grant ID’s have been identified to cost structures there is an analysis done to compare all Federal cost structures and their corresponding Grant ID to confirm the Catalog of Federal Domestic Assistance (CFDA) number. Any discrepancies will be identified with red highlighted cells. The agency must work to identify whether the issue exists in AFIS or eCivis as the process to correct the issue differs between the two systems. If the CFDA discrepancy exists in AFIS the agency must process a CAM document to correct the CFDA number. If the discrepancy exists in eCivis the agency must update the CFDA number there and allow it to interface into AFIS GLM.

GRANT ID RECONCILIATION											AFIS GLM					
DEPT	MJPRG	A=1 GRAN PROG	A=1 GRAI PPC	A=1 GRANT ID	CFDA	MJPRG C	PROG CAT	dept	GLM_GR	nt_op	grnt_id_ni	FROM EC	GTCO	CFDA_I	CFDA A	
SDA	IDEA PRE	1	PRESCHO	1	SFY20	1	SDA20013	84.173	5	SDA	SDA20013	SDA2001 IDEA PRESCH	SDA20013	0		

**Close out process in eCivis and complete the Grant Close-Out (GTCO) document in AFIS**

In accordance with SAAM Topic 70 Section 35 “Grants Closeouts and Records Retention”, when the State is the grant recipient, grants should be closed-out per the requirements of the governing grant agreement. After a grant/project has been completed, this means all reporting requirements have been completed, expenditures and revenues have been accounted for and there is no activity remaining the grant/project is ready to be closed.

1. Once the grant/project has been completed the agency must close the SAI number in eCivis
2. The agency must complete a Grant Close-Out document (GTCO) in AFIS
3. The agency must then create a CAM document to deactivate the cost accounting element(s) associated with that Grant ID

**For additional information on closing out Grant ID’s please see the Federal/Cost Accounting portion of the GAO website found here : <https://gao.az.gov/federalcost-accounting>.** There are two QRG’s that can assist in this process.

1. Processing a Grant Close-Out Document (GTCO) QRG
2. Processing a Grant Close-Out Revision Document (GTCOR) QRG (This should only be used to reopen a Grant ID or to correct a previously incorrect GTCO document)

In the Monthly Grant ID Reconciliation report any Grant ID’s that have been closed in eCivis but have not had a GTCO document will be identified with an orange highlight. These items will be found in Column P under all of the open/active Grant ID’s.

O	P	Q	R	S	T	U	V
<b>AFIS GLM</b>							
dept_cd	GLM_GRP	int_op	grnt_id_nm	RFACE FROM ECIVIS_G	GTCO	CFDA_NO	CFDA AWARD
SDA	SDA20001	SDA2000	TITLE I LEA 20	SDA20001	0	84.010A	84.010A
SDA	SDA20002	SDA2000	Comprehensi	SDA20002	0	84.010A	84.010A
SDA	SDA20003	SDA2000	CTE Correctio	SDA20003	0	84.048A	84.048A
SDA	SDA20004	SDA2000	TITLE II IMPRC	SDA20004	0	84.367A	84.367A
SDA	SDA20005	SDA2000	TITLE IV-A STL	SDA20005	0	84.424A	84.424A
SDA	SDA20006	SDA2000	AZEIP	SDA20006	0		
SDA	SDA20007	SDA2000	TITLE IV-A STL	SDA20007	0	84.424A	84.424A
SDA	SDA20008	SDA2000	NSLP LUNCH	SDA20008	0	10.555	10.555
SDA	SDA20010	SDA2001	RSA/VR Tucsc	SDA20010	0		
SDA	SDA20011	SDA2001	NSLP BKFST 2	SDA20011	0	10.555	10.555
SDA	SDA20012	SDA2001	IDEA BASIC 2C	SDA20012	0	84.027A	84.027A
SDA	SDA20013	SDA2001	IDEA PRESCH	SDA20013	0		
SDA	SDA20014	SDA2001	RSA/VR PDS	SDA20014	0	84.126	84.126
SDA	SDA20015	SDA2001	RSA/VR Tucsc	SDA20015	0	84.126	84.126
SDA	SDA20016	SDA2001	MTSS Mini-Gr	SDA20016	0	84.010A	84.010A
CLOSED IN ECIVIS AGENCY NEEDS TO PROCESS GTCO'S							
SDA	SDA16001	SDA1600	AZEIP	0			
SDA	SDA16005	SDA1600	IDEA PRESCH	0			
SDA	SDA16006	SDA1600	IDEA BASIC E	0			
SDA	SDA16008	SDA1600	Title II Improv	0			
SDA	SDA16010	SDA1601	Title I LEA ESE	0			
SDA	SDA16014	SDA1601	STATE TUTOR	0			
SDA	SDA18013	SDA1801	TITLE IV-A STL	0			
SDA	SDA19011	SDA1901	RSA/VR PDS	0			

### Additional resources

<https://gao.az.gov/> - Under the Federal/Cost Accounting tab you will find many useful documents like “Cost Accounting Setup Document versus a Cost Accounting Modification Document”, “Helpful Cost Accounting Acronyms”, and “Processing Grant Close-Out Document”

<https://gao.az.gov/publications/saam> - This link takes you to the State of Arizona Accounting Manual to find all state-wide policies

<https://grants.az.gov/> - This link is to the Arizona Office of Grants and Federal Resources this is the team responsible for eCivis which generates the Grant ID for all projects.

<https://adoa.server.tracorp.com/novusii/application/login/> - This link is where you can go to sign up for and take various training courses

<https://www.ecfr.gov/cgi-bin/text-idx?SID=336d7e4e3468be804d30136798275ff7&mc=true&node=pt2.1.200&rgn=div5> - This link takes you to the Federal Uniform Guidance for Federal Grants