
DISCLAIMER STATEMENT

The information in the following examples is fictitious and is only used for training purposes. To view your agency's data in AFNS, please use your agency's account coding (fund, agency, organization code, etc) and transaction numbers.

** This manual lists basic grant management tables. For a complete listing of AFNS grant management tables, please contact the AFNS Hotline.

TABLE OF CONTENTS

	Page
SECTION ONE: COURSE OBJECTIVES AND OVERVIEW	
I Objectives	1
II Overview	2
SECTION TWO: SUBSYSTEM CAPABILITIES & FEATURES	
I Subsystem Capabilities	3
II Subsystem Features	4
III Relationship to AFNS	5
SECTION THREE: GRANT MANAGEMENT TABLES	
I The Role of Grant Management Tables	6
II Grant Management Tables	7
A. System-maintained Tables	7
B. Overview of System-maintained Tables	8
➤ Agency Grant Inquiry Table (AGRT)	8
➤ Grant Budget Line Inquiry Table (GBLT)	9
➤ Grant Fiscal Year Inquiry Table (GFYT)	10
➤ Entity-Wide Grant Inquiry Table (SGRT)	11
➤ Reporting Category Table (RPTG)	12
SECTION FOUR: WALK THROUGH ENTERING TRANSACTIONS AND ON-LINE PRACTICE SESSION	
I Entering a GM transaction to set up a new Grant	13
II How GM transactions update the system maintained Grant tables	25
A. Information posted to Agency Grant Inquiry table (AGRT)	26
B. Information posted to Grant Budget Line Inquiry table (GBLT)	30
C. Information posted to Grant Fiscal Year Inquiry table (GFYT)	33
D. Information posted to Entity-wide Grant Inquiry table (SGRT)	36
E. Information posted to Reporting Category table (RPTG)	39

III	Changing the Grant end date	45
IV	Correcting the description of a Reporting Category	57
V	Adding a new reporting category to an existing Grant	65
VI	Inactivating a Reporting Category	75
SECTION FIVE: OVERVIEW OF LEDGERS & REPORTS		
I	Grant Management Ledger	85
II	Grant Management Reports	86
APPENDIX		87

SECTION ONE: COURSE OBJECTIVES & OVERVIEW

I. OBJECTIVES

- ◆ To understand the role of the grant management subsystem within the overall structure of AFNS.
- ◆ To gain a knowledge of the capabilities of the grant management subsystem.
- ◆ To understand the functional architecture of the grant management subsystem.
- ◆ To enable the user to update and maintain the system maintained tables.
- ◆ To enable the user to view required data on system maintained master tables.

II. OVERVIEW

- ◆ Course will show the user how to initialize and maintain grant management data records.
- ◆ Course will consist of examples for tables and document creation.
- ◆ Each example will provide an explanation of the updates that occurred.

SECTION TWO: SUBSYSTEM CAPABILITIES & FEATURES

I. SUBSYSTEM CAPABILITIES

What is the Grants Management Subsystem?

- ◆ Grants are identified by a unique Grant Number associated with an agency code.
- ◆ Grant Management allows single and/or multi-year grants.
- ◆ The Grant Management (GM) document is used to establish the grant descriptive and budgetary information in a series of master tables.
- ◆ Reporting Category (RPTG) codes are used to link accounting documents to the grant. These RPTG codes must be used on all documents (PV, JV, CR, PO and RQ) as part of the accounting distribution.
- ◆ Current summary information is available through the tables.
- ◆ Detail reporting of obligations is available on a monthly basis from the General Ledger, Grant Ledger and Grant tables.

II. SUBSYSTEM FEATURES

- ◆ Transactions Are Available to Record the Following Events:
 - Creation of Grant(s)
 - Modifications to Grant information
- ◆ Several tables are updated once transactions are accepted.
 - The Reporting Category (RPTG) table is used to verify the Reporting Categories set up for specific grants
 - The Entity-wide Grant Inquiry (SGRT) table is used to identify all sub-grants pertaining to the main grant.
 - The Grant Fiscal Year Inquiry (GFYT) table is used to identify specific budget lines for each grant per reporting category set up for each grant.
 - The Agency Grant Inquiry (AGRT) table is used to verify descriptive and budgetary information.
 - The Grant Budget Line Inquiry (GBLT) table is used to verify the budget for each grant budget line.
- ◆ The General Ledger contains *all transactions including the ones associated with grants* until the State's FY is closed/purged.
- ◆ The Grant Ledger contains detail accounting data for grants that are open. However, the accounting period of the transactions is equal to the State's FY that is closed.
- ◆ Daily General Ledger (GENLEDD) contains detail information for expenditures, purchase orders and revenue transactions that processed during the nightly cycle (NCYC). The daily ledger only stores transactions for one day. The next night's NCYC replaces the information with data processed that particular night.

III. RELATIONSHIP TO AFNS

- ◆ Grant Management is one of a family of subsystems interfaced with the primary financial management system.

- ◆ All codes used to classify a grant management accounting event are consistent with the coding used in the general ledger.

- ◆ Grant management accounting events are also recorded in the base AFNS general ledger.

SECTION THREE: GRANT MANAGEMENT TABLES

I. THE ROLE OF THE GRANT MANAGEMENT TABLES:

- ◆ To provide the system with data that is needed to validate transactions.

- ◆ To serve as the focal point for information used in report generation.

- ◆ To provide the user with online access to the grant management data records.

II. GRANT MANAGEMENT TABLES

A. System-Maintained Tables

- ◆ System-maintained master tables provided are:
 - Agency Grant Inquiry (AGRT) table.
 - Grant Budget Line Inquiry (GBLT) table.
 - Grant Fiscal Year Inquiry (GFYT) table.
 - Entity-Wide Grant Inquiry (SGRT) table.
 - Reporting Category (RPTG) table.

- ◆ Automatically updated by the system when various transactions are processed (GM, JV, PV, IN, CR, PO, etc).

- ◆ Provide on-line summary information of existing grants.

- ◆ No on-line changes/modifications are allowed.

B. Overview of System-maintained tables

➤ Agency Grant Inquiry Table (AGRT)

```
ACTION: S SCREEN: AGRT USERID: AFNS

          A G E N C Y   G R A N T   I N Q U I R Y

AGENCY= AGY                                GRANT NUMBER= 123456789

START DATE: XX XX XX                       END DATE: XX XX XX
LETTER OF CREDIT NO:                        LETTER OF CREDIT AMT: 0.00
GRANTOR: FEDERAL GVT
DESCRIPTION: GRANT BUILDING IMPROVEMENT
FED CATEGORY NO: 75-9/00143                 COMMON ACCTG NO:
FED GRANT DOC NO: 93.777                   FED APPROPRIATION NO:
LAST ACTION DATE: XX XX XX                 ENTITY-WIDE GRANT NO: FEDIMPROV

ORIG APPR AMT: 0.00                         CURR APPR AMT: 0.00
ORIG EST REVENUE AMT: 3,089,773.00         CURR EST REVENUE AMT: 3,089,773.00
ORIG GRANT BDGT AMT: 3,089,773.00         CURR GRANT BDGT AMT: 3,089,773.00

ENCUMBERED AMT: 0.00                       ADVANCE AMT: 0.00
EXPENDED AMT: 0.00                         REVENUE RECOGNIZED AMT: 0.00
EXPENSED AMT: 0.00                         DISALLOWANCE AMT: 0.00
```

- ◆ Contains one line per grant.
- ◆ Contains descriptive information about the grant, original and modified budget amounts, appropriated amounts, and estimated revenues.
- ◆ Encumbered amount, expended amount, and actual revenue amount shown on the table are updated by accounting transactions (PV, JV, CR, IN, and PO).
- ◆ Entries on this table are updated when a grant management (GM) or accounting transaction (PV, JV, PO, etc) is processed by the system.

B. Overview of system maintained tables continued

➤ Grant Budget Line Inquiry Table (GBLT)

```
ACTION: S SCREEN: GBLT USERID: AFNS

      G R A N T   B U D G E T   L I N E   I N Q U I R Y

01-
  AGENCY= AGY      GRANT NUMBER= 123456789      REPORTING CATEGORY= XFS4
      DESCRIPTION: GRANT BUILDING IMPROVEMENT
                STATUS: O      AVAILABLE FUNDS EDIT: Y
      OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT:    2,847,058.05      ENCUMBERED AMT:      0.00
  CURRENT BUDGET AMT:    2,847,058.05      EXPENDED AMT:      0.00
                                          EXPENSED AMT:      0.00

02-
  AGENCY= AGY      GRANT NUMBER= 123456789      REPORTING CATEGORY= XFS5
      DESCRIPTION: PUBLIC AWARENESS
                STATUS: O      AVAILABLE FUNDS EDIT: Y
      OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT:    242,714.95      ENCUMBERED AMT:      0.00
  CURRENT BUDGET AMT:    242,714.95      EXPENDED AMT:      0.00
                                          EXPENSED AMT:      0.00
```

- ◆ Contains one line for each grant budget line recorded on the Grant Management (GM) transaction.
- ◆ Agency, Grant Number, and Reporting Category code identify each budget line.
- ◆ In addition to original and current modified budgeted amounts, the table includes inception-to-date encumbered, expended, and expensed amounts against each budget line.
- ◆ Entries on this table are updated when a grant management (GM) or accounting transaction (PV, JV, PO, etc) is processed by the system.

B. Overview of system maintained tables continued

➤ **Grant Fiscal Year Inquiry Table (GFYT)**

```
ACTION: S SCREEN: GFYT USERID: AFNS

      G R A N T   F I S C A L   Y E A R   I N Q U I R Y

      FISCAL YEAR= XX                AGENCY= AGY
      GRANT NUMBER= 123456789        REPORTING CATEGORY= XFS5

      YTD ENCUMBERED AMT:             0.00      ORIG FY BUDGET AMT:      242,714.95
      YTD EXPENDED AMT:              0.00      CURR FY BUDGET AMT:    242,714.95
      YTD EXPENSED AMT:              0.00

      QTD ENCUMBERED AMT Q1:         0.00      QTD EXPENDED AMT Q1:      0.00
      Q2:                            0.00      Q2:                        0.00
      Q3:                            0.00      Q3:                        0.00
      Q4:                            0.00      Q4:                        0.00

      QTD EXPENSED AMT Q1:          0.00
      Q2:                            0.00
      Q3:                            0.00
      Q4:                            0.00
```

- ◆ Contains one line per Reporting Category per grant budget line.

- ◆ In addition to original and current modified budgeted amounts, the table includes year-to-date encumbered, expended, and expensed amounts, as well as quarter-to-date encumbered, expended, and expensed amounts for each fiscal year during the life of the grant.

- ◆ Entries on this table are updated when a grant management (GM) or accounting transaction (PV, JV, PO, etc) is processed by the system.

B. Overview of system maintained tables continued

➤ **Entity-Wide Grant Inquiry Table (SGRT)**

```
ACTION: S SCREEN: SGRT USERID: AFNS

      E N T I T Y - W I D E   G R A N T   I N Q U I R Y

ENTITY-WIDE GRANT NUMBER= FEDIMPROV

      DESCRIPTION: FED IMPROVEMENT FUNDS

              -- ORIG AMT --      -- CURR AMT --
APPROVED:                0.00                0.00
ESTIMATED REVENUE:      5,056,975.00      5,056,975.00
GRANT BUDGET:         5,056,975.00      5,056,975.00

ENCUMBERED AMT:          0.00                ADVANCE AMT:          0.00
EXPENDED AMT:            0.00                REV RECOGNIZED AMT:  0.00
EXPENSED AMT:            0.00                DISALLOWANCE AMT:   0.00
```

- ◆ Maintains the total of all sub-grants pertaining to the main grant.

- ◆ Contains summary amounts for budgetary and accounting amounts for the main grant.

- ◆ The sub-grants identify all sub-grants as belonging to a main (entity-wide) grant.

B. Overview of system maintained tables continued

➤ Reporting Category table (RPTG)

```
ACTION: S SCREEN: RPTG USERID: AFNS
```

R E P O R T I N G C A T E G O R Y							
FY	AGENCY	REPT CAT	NAME	SOURCE OF FUNDS (GRANT)	GRANT IND	PROJ	
==	=====	====	-----	-----	-----	-----	-----
01- XX	AGY	XFS4	GRANT BUILDING IMPROVEMENT	123456789	Y		
02- XX	AGY	XFS5	PUBLIC AWARENESS	123456789	Y		

- ◆ Entries are added to this table when a GM transaction has been processed.
- ◆ A "Y" in the 'GRANT IND' field indicates that the 'REPT CAT' (RPTG) code is tied to the grant listed in the 'SOURCE OF FUNDS (GRANT)' field.

**SECTION FOUR: WALK THROUGH ENTERING TRANSACTIONS AND ON-LINE
PRACTICE SESSION**

I. Entering a GM transaction to set up a new Grant

Purpose: To learn how to create a Grant Management (GM)
transaction

Illustrates: Signing on to AFNS
Creating a document from a table
Performing an Edit Function
Performing a Run Function

Logging into AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
d2xcics
```

Type in "**d2xcics**".

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

NOTE: All screen data throughout the course will be in bold face for easy identification. It will not appear that way when you enter it on the computer.

The CICS Sign-On Screen

```
                SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

    Userid . . . .
    Password . . .
    New Password . . .                (Only for Password change)

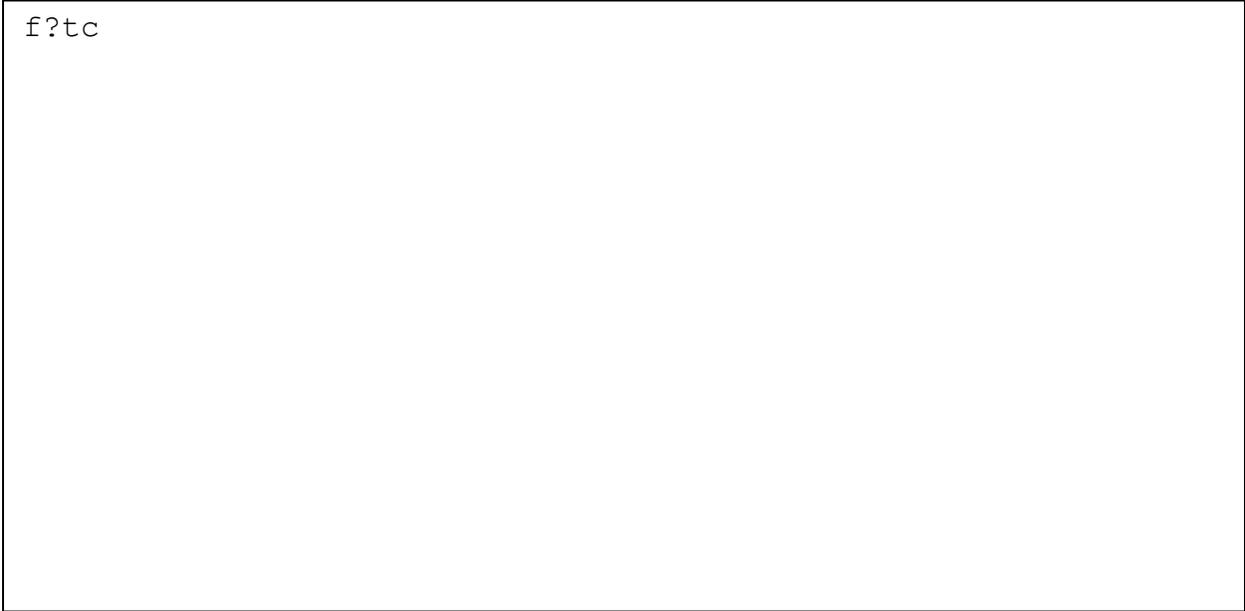
F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returned



f?tc

Type in 'f?tc' (where '?' is your agency's AFNS application).

Advantage Financial Menu Screen

```
ACTION: N SCREEN: SUSF USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG GG EE
AAAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES
```

Type in an 'N' in the ACTION field and 'SUSF' in the SCREEN field to go directly to the Document Suspense Screen.

For the USER ID, please enter your AFNS UserID and password.

Press **ENTER**.

* No actions can be performed before you enter your USERID.

Grant Management Input (GM) Form

```
FUNCTION: NEW          DOCID: GM   AGC  XAGC0000001
STATUS:              BATID:              ORG:          000-000 OF 000
H-                   GRANT MASTER INPUT FORM

ACTION:              DOC DATE:
GRANT AGENCY:        DESCRIPTION:
GRANT NUMBER:        GRANTOR:
GRANT PERIOD        FROM:                TO:                FED CAT NBR:
CAN:                FED APPR NUM:
LETTER OF CREDIT    NUMBER:                AMOUNT:
FED GRANT DOC NUM:
ENTITY-WIDE GRANT NUM:        DESCR:
I/D 1:              APPR AMT:                I/D 2:              EST REV AMT:
I/D 3:              GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS      DESCRIPTION      I/D      BUDGET
-----
01-
02-
03-
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

The grant management input form appears.

The word 'NEW' appears in the FUNCTION field and only the document type appears in the document ID field. Before proceeding, the document id must be assigned by entering an agency code and a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**.

Grant Management Input (GM) Form

```

FUNCTION:          DOCID: GM   AGC   XAGC0000001
STATUS:           BATID:          ORG:      000-000 OF 000
H-               GRANT MASTER INPUT FORM

ACTION:          DOC DATE:
GRANT AGENCY: AGC   DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME   GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 01 01 XX   FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED C DFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT   DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00   I/D 2: I EST REV AMT: 3,000,000.00
I/D 3: I GRANT BUDGET AMT: 3,000,000.00
CALCULATED GRANT BUDGET AMT: 3,000,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS   DESCRIPTION           I/D      BUDGET
-----
01- XFS1          O   Y   RPTG DESCRIPTION #2          I   1,000,000.00
02- XFS2          O   Y   RPTG DESCRIPTION #1          I   2,000,000.00
03-

```

Enter your agency's data into the GM transaction. ***If more than three reporting categories need to be set up for a grant, two (or more) GM transactions must be entered.***

The system will not edit the data until you specify a function.

Note: Every field on the screen is not required.

Online-editing and off-line processing

FUNCTION: ed	DOCID: GM AGC XAGC0000001				
STATUS:	BATID:	ORG: 001-002 OF 002			
H-	GRANT MASTER INPUT FORM				
ACTION: DOC DATE:					
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT					
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY					
GRANT PERIOD FROM: 01 01 XX TO: 01 01 XX FED CAT NBR:					
CAN: FED APPR NUM:					
LETTER OF CREDIT NUMBER: AMOUNT: 0.00					
FED GRANT DOC NUM: FED CDFA#					
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT					
I/D 1: APPR AMT: 0.00 I/D 2: I EST REV AMT: 3,000,000.00					
I/D 3: I GRANT BUDGET AMT: 3,000,000.00					
CALCULATED GRANT BUDGET AMT: 3,000,000.00					
REPT	OH REC	STA AVAIL			
CATG	RATE	TUS FUNDS			
DESCRIPTION					
I/D					
BUDGET AMOUNT					

01-	XFS1	O Y	RPTG DESCRIPTION #2	I	1,000,000.00
02-	XFS2	O Y	RPTG DESCRIPTION #1	I	2,000,000.00
03-					

To perform the on-line edits and schedule the document for off-line processing:

Enter "**ed**" in the FUNCTION field.

Press **ENTER**.

Grant Management Input (GM) Form

Online-editing and off-line processing

FUNCTION:	DOCID: GM AGC XAGC0000001					
STATUS: SCHED	BATID: ORG: 001-002 OF 002					
H-	GRANT MASTER INPUT FORM					
ACTION: DOC DATE:						
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT						
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY						
GRANT PERIOD FROM: 01 01 XX TO: 01 01 XX FED CAT NBR:						
CAN: FED APPR NUM:						
LETTER OF CREDIT NUMBER:	AMOUNT: 0.00					
FED GRANT DOC NUM: FED CDFA#						
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT						
I/D 1: APPR AMT: 0.00	I/D 2: I EST REV AMT: 3,000,000.00					
I/D 3: I GRANT BUDGET AMT: 3,000,000.00						
CALCULATED GRANT BUDGET AMT: 3,000,000.00						
REPT OH REC STA AVAIL						
CATG RATE TUS FUNDS	DESCRIPTION I/D BUDGET AMOUNT					

01- XFS1	O Y	RPTG DESCRIPTION #2	I	1,000,000.00		
02- XFS2	O Y	RPTG DESCRIPTION #1	I	2,000,000.00		
03-						
A--*HP00-NO ERRORS DETECTED						

The document is scheduled for off-line processing.

Notice the status of the document is **SCHED**. This means that the document passed all of the edits and will update during the nightly cycle.

Grant Management Input (GM) Form

On-line processing

```
FUNCTION: r          DOCID: GM   AGC   XAGC000001
STATUS: SCHED      BATID:          ORG:          001-002 OF 002
H-                GRANT MASTER INPUT FORM

ACTION:           DOC DATE:
GRANT AGENCY: AGC   DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME   GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 01 01 XX   FED CAT NBR:
CAN:           FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT   DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00   I/D 2: I   EST REV AMT:   3,000,000.00
I/D 3: I      GRANT BUDGET AMT:   3,000,000.00
CALCULATED GRANT BUDGET AMT:   3,000,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS1          O   Y   RPTG DESCRIPTION #2      I      1,000,000.00
02- XFS2          O   Y   RPTG DESCRIPTION #1      I      2,000,000.00
03-
A--*HP00-NO ERRORS DETECTED
```

To perform on-line edits and update the tables on-line:

Enter **"r"** (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of **"r"** will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Grant Management Input (GM) Form

```

FUNCTION: e          DOCID: GM   AGC   XAGC0000001
STATUS: ACCPT       BATID:          ORG:          001-002 OF 002
H-                GRANT MASTER INPUT FORM

ACTION:          DOC DATE:
GRANT AGENCY: AGC   DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME   GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 01 01 XX   FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT   NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDF#
ENTITY-WIDE GRANT NUM: YR&EWGRANT   DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:   APPR AMT:          0.00   I/D 2: I   EST REV AMT:   3,000,000.00
I/D 3: I   GRANT BUDGET AMT:   3,000,000.00
CALCULATED GRANT BUDGET AMT:   3,000,000.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS          DESCRIPTION          I/D          BUDGET
-----
01- XFS1          O   Y   RPTG DESCRIPTION #2          I   1,000,000.00
02- XFS2          O   Y   RPTG DESCRIPTION #1          I   2,000,000.00
03-
A--*HP20-DOCUMENT ACCEPTED

```

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

To view the results of this transaction:

Enter "e" (end) in the FUNCTION field. This ends this document and returns to the table that was displayed before the GM transaction was created.

Press **ENTER**.

II. How GM transactions update the system maintained Grant tables

Purpose: To see how grants post to the various Grant Management tables

Illustrates: Scanning tables updated by the accepted GM transaction

**A. Information posted to Agency Grant Inquiry table (AGRT)
(Continued)**

ACTION: **n** SCREEN: **agrt** USERID: AFNS
FUNCTION: ORG:

D O C U M E N T S U S P E N S E

S	BATCH		DOCUMENT					LAST	LAST	PROCESS	
E	-----		-----					DATE	USER	DATE	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Enter "**n**" (**next**) in the ACTION field.

Enter "**agrt**" in the SCREEN field.

Press **ENTER**.

**A. Information posted to Agency Grant Inquiry table (AGRT)
(Continued)**

ACTION: S SCREEN: AGRT USERID: AFNS

A G E N C Y G R A N T I N Q U I R Y

AGENCY= *agc*

GRANT NUMBER= *year&name*

START DATE:	END DATE:
LETTER OF CREDIT NO:	LETTER OF CREDIT AMT:
GRANTOR:	
DESCRIPTION:	
FED CATEGORY NO:	COMMON ACCTG NO:
FED GRANT DOC NO:	FED APPROPRIATION NO:
LAST ACTION DATE:	ENTITY-WIDE GRANT NO:
ORIG APPR AMT:	CURR APPR AMT:
ORIG EST REVENUE AMT:	CURR EST REVENUE AMT:
ORIG GRANT BDGT AMT:	CURR GRANT BDGT AMT:
ENCUMBERED AMT:	ADVANCE AMT:
EXPENDED AMT:	REVENUE RECOGNIZED AMT:
EXPENSED AMT:	DISALLOWANCE AMT:

The "S" (scan) in the ACTION field is the default action.

Enter your agency code in the AGENCY field.

Enter the grant number in the GRNAT NUMBER field.

Press **ENTER**.

**A. Information posted to Agency Grant Inquiry table (AGRT)
(Continued)**

ACTION: R SCREEN: AGRT USERID: AFNS			
A G E N C Y G R A N T I N Q U I R Y			
AGENCY= AGC		GRANT NUMBER= YEAR&NAME	
START DATE: 01 01 XX		END DATE: 01 01 XX	
LETTER OF CREDIT NO:		LETTER OF CREDIT AMT:	0.00
GRANTOR: WHO GAVE THE MONEY			
DESCRIPTION: DESC OF GRANT			
FED CATEGORY NO:		COMMON ACCTG NO:	
FED GRANT DOC NO:	FED CDFA#	FED APPROPRIATION NO:	
LAST ACTION DATE: 05 08 12		ENTITY-WIDE GRANT NO: YR&EWGRANT	
ORIG APPR AMT:	0.00	CURR APPR AMT:	0.00
ORIG EST REVENUE AMT:	3,000,000.00	CURR EST REVENUE AMT:	3,000,000.00
ORIG GRANT BDGT AMT:	3,000,000.00	CURR GRANT BDGT AMT:	3,000,000.00
ENCUMBERED AMT:	0.00	ADVANCE AMT:	0.00
EXPENDED AMT:	0.00	REVENUE RECOGNIZED AMT:	0.00
EXPENSED AMT:	0.00	DISALLOWANCE AMT:	0.00

This is the result of the GM transaction created in the last exercise. The grant management tables were updated immediately, when the (GM) document was accepted.

Note - The AGRT table contains one line per grant. The Agency and Grant Number identify the grant. The table contains descriptive information about the grant and original and current modified budgeted amounts, appropriated amounts and estimated revenues. Other amounts, such as encumbered amount, expended amount, and actual revenues also exist in this table and are updated by the following accounting documents: PV, JV, CR, IN and PO.

B. Information posted to Grant Budget Line Inquiry table (GBLT)

Going from AGRT screen to the Grant Budget Line Inquiry table (GBLT)

```
ACTION: n SCREEN: gblt USERID: AFNS

          A G E N C Y   G R A N T   I N Q U I R Y

          AGENCY= AGC                               GRANT NUMBER= YEAR&NAME

          START DATE: 01 01 XX                       END DATE: 01 01 XX
LETTER OF CREDIT NO:                                LETTER OF CREDIT AMT:      0.00
          GRANTOR: WHO GAVE THE MONEY
          DESCRIPTION: DESC OF GRANT
          FED CATEGORY NO:                            COMMON ACCTG NO:
          FED GRANT DOC NO: FED CDFA#                 FED APPROPRIATION NO:
          LAST ACTION DATE: 05 08 12                 ENTITY-WIDE GRANT NO: YR&EWGRANT

          ORIG APPR AMT:          0.00                CURR APPR AMT:          0.00
          ORIG EST REVENUE AMT:   3,000,000.00        CURR EST REVENUE AMT:   3,000,000.00
          ORIG GRANT BDGT AMT:    3,000,000.00        CURR GRANT BDGT AMT:   3,000,000.00

          ENCUMBERED AMT:         0.00                ADVANCE AMT:          0.00
          EXPENDED AMT:           0.00                REVENUE RECOGNIZED AMT: 0.00
          EXPENSED AMT:           0.00                DISALLOWANCE AMT:     0.00
```

Enter "n" (next) in the ACTION field.

Enter "gblt" in the SCREEN field.

Press **ENTER**.

B. Information posted to Grant Budget Line Inquiry table (GBLT)

(Continued)

```
ACTION: S SCREEN: GBLT USERID: AFNS

      G R A N T   B U D G E T   L I N E   I N Q U I R Y

01-
  AGENCY= agc      GRANT NUMBER= year&name      REPORTING CATEGORY=

      DESCRIPTION:
      STATUS:                AVAILABLE FUNDS EDIT:
      OH RECOVERY RATE:
  ORIGINAL BUDGET AMT:        ENCUMBERED AMT:
  CURRENT BUDGET AMT:        EXPENDED AMT:
                               EXPENSED AMT:

02-
  AGENCY=                GRANT NUMBER=                REPORTING CATEGORY=

      DESCRIPTION:
      STATUS:                AVAILABLE FUNDS EDIT:
      OH RECOVERY RATE:
  ORIGINAL BUDGET AMT:        ENCUMBERED AMT:
  CURRENT BUDGET AMT:        EXPENDED AMT:
                               EXPENSED AMT:
```

The "S" (scan) in the ACTION field is the default action.

Enter your agency code in the AGENCY field.

Enter the grant number in the GRANT NUMBER field.

*If there is more than one Reporting Category for a particular grant, the reporting category can be keyed into the REPORTING CATEGORY field at this time to go straight to that particular record.

Press **ENTER**.

B. Information posted to Grant Budget Line Inquiry table (GBLT)

(Continued)

```
ACTION: R SCREEN: GBLT USERID: AFNS

      G R A N T   B U D G E T   L I N E   I N Q U I R Y

01-
  AGENCY= AGC      GRANT NUMBER= YEAR&NAME      REPORTING CATEGORY= XFS1

      DESCRIPTION: RPTG DESCRIPTION #2

          STATUS: O              AVAILABLE FUNDS EDIT: Y
  OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT: 1,000,000.00      ENCUMBERED AMT: 0.00
  CURRENT BUDGET AMT: 1,000,000.00      EXPENDED AMT: 0.00
                                          EXPENSED AMT: 0.00

02-
  AGENCY= AGC      GRANT NUMBER= YEAR&NAME      REPORTING CATEGORY= XFS2

      DESCRIPTION: RPTG DESCRIPTION #1

          STATUS: O              AVAILABLE FUNDS EDIT: Y
  OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT: 2,000,000.00      ENCUMBERED AMT: 0.00
  CURRENT BUDGET AMT: 2,000,000.00      EXPENDED AMT: 0.00
                                          EXPENSED AMT: 0.00
```

This is the result of the GM transaction created in the last exercise. The grant management tables were updated immediately, when the (GM) document was accepted.

Note - The GBLT table contains one line for each grant budget line recorded on the Grant Management (GM) document. The Agency, Grant Number, and Reporting Category code identify each budget line. In addition to original and current modified budgeted amounts, this table includes inception-to-date encumbered, expended, and expensed amounts against each budget line. The amounts in the ENCUMBERED AMT, EXPENDED AMT, and EXPENSED AMT fields are updated by the following accounting documents: PV, JV, IN and PO.

C. Information posted to Grant Fiscal Year Inquiry table (GFYT)

Going from GBLT screen to the Grant Budget Line Inquiry table (GFYT)

```
ACTION: n SCREEN: gfyf USERID: AFNS

      G R A N T   B U D G E T   L I N E   I N Q U I R Y

01-
  AGENCY= AGC      GRANT NUMBER= YEAR&NAME      REPORTING CATEGORY= XFS1

      DESCRIPTION: RPTG DESCRIPTION #2

          STATUS: O              AVAILABLE FUNDS EDIT: Y
      OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT:  1,000,000.00      ENCUMBERED AMT:      0.00
  CURRENT BUDGET AMT:  1,000,000.00      EXPENDED AMT:      0.00
                                          EXPENSED AMT:      0.00

02-
  AGENCY= AGC      GRANT NUMBER= YEAR&NAME      REPORTING CATEGORY= XFS2

      DESCRIPTION: RPTG DESCRIPTION #1

          STATUS: O              AVAILABLE FUNDS EDIT: Y
      OH RECOVERY RATE: 00.000
  ORIGINAL BUDGET AMT:  2,000,000.00      ENCUMBERED AMT:      0.00
  CURRENT BUDGET AMT:  2,000,000.00      EXPENDED AMT:      0.00
                                          EXPENSED AMT:      0.00
```

Enter "n" (next) in the ACTION field.

Enter "gfyf" in the SCREEN field.

Press **ENTER**.

**C. Information posted to Grant Fiscal Year Inquiry table (GFYT)
(Continued)**

```
ACTION: S SCREEN: GFYT USERID: AFNS

      G R A N T   F I S C A L   Y E A R   I N Q U I R Y

      FISCAL YEAR= XX                                AGENCY= agc
      GRANT NUMBER= year&name                        REPORTING CATEGORY=

      YTD ENCUMBERED AMT:                                ORIG FY BUDGET AMT:
      YTD EXPENDED AMT:                                CURR FY BUDGET AMT:
      YTD EXPENSED AMT:

      QTD ENCUMBERED AMT Q1:                            QTD EXPENDED AMT Q1:
                          Q2:                            Q2:
                          Q3:                            Q3:
                          Q4:                            Q4:

      QTD EXPENSED AMT Q1:
                          Q2:
                          Q3:
                          Q4:
```

The "S" (scan) in the ACTION field is the default action.

Enter the fiscal year of the grant in the FISCAL YEAR field.

Enter your agency code in the AGENCY field.

Enter the grant number in the GRANT NUMBER field.

*If there is more than one Reporting Category for a particular grant, the reporting category can be keyed into the REPORTING CATEGORY field at this time to go straight to that particular record.

Press **ENTER**.

**C. Information posted to Grant Fiscal Year Inquiry table (GFYT)
(Continued)**

```

ACTION: S SCREEN: GFYT USERID: AFNS

      G R A N T   F I S C A L   Y E A R   I N Q U I R Y

      FISCAL YEAR= XX
      GRANT NUMBER= YEAR&NAME

      AGENCY= AGC
      REPORTING CATEGORY= XFS1

      YTD ENCUMBERED AMT:          0.00      ORIG FY BUDGET AMT:    1,000,000.00
      YTD EXPENDED AMT:           0.00      CURR FY BUDGET AMT:   1,000,000.00
      YTD EXPENSED AMT:           0.00

      QTD ENCUMBERED AMT Q1:        0.00      QTD EXPENDED AMT Q1:    0.00
      Q2:                          0.00      Q2:                      0.00
      Q3:                          0.00      Q3:                      0.00
      Q4:                          0.00      Q4:                      0.00

      QTD EXPENSED AMT Q1:          0.00
      Q2:                          0.00
      Q3:                          0.00
      Q4:                          0.00
  
```

This is the result of the GM transaction created in the last exercise. The grant management tables were updated immediately, when the (GM) document was accepted.

Note - If more than one reporting category is tied to a particular grant and needs to be viewed/reviewed, press ENTER and the table will scroll to the next record. The GFYT table contains one line per Reporting Category per grant budget line. In addition to original and current modified budgeted amounts, this table includes quarter-to-date encumbered, expended, and expensed amounts for each fiscal year during the life of the grant. **T**he following accounting documents update this table: PV, JV, IN and PO.

D. Information posted to Entity-Wide Grant Inquiry table (SGRT)

Going from GFYT screen to the Entity-Wide Grant Inquiry table (SGRT)

```
ACTION: n SCREEN: sgrt USERID: AFNS

      G R A N T   F I S C A L   Y E A R   I N Q U I R Y

      FISCAL YEAR= XX
      GRANT NUMBER= YEAR&NAME

      AGENCY= AGC
      REPORTING CATEGORY= XFS1

YTD ENCUMBERED AMT:          0.00      ORIG FY BUDGET AMT:  1,000,000.00
YTD EXPENDED AMT:           0.00      CURR FY BUDGET AMT:  1,000,000.00
YTD EXPENSED AMT:           0.00

QTD ENCUMBERED AMT Q1:       0.00      QTD EXPENDED AMT Q1:          0.00
                        Q2:          0.00      Q2:          0.00
                        Q3:          0.00      Q3:          0.00
                        Q4:          0.00      Q4:          0.00

QTD EXPENSED AMT Q1:         0.00
                        Q2:          0.00
                        Q3:          0.00
                        Q4:          0.00
```

Enter "n" (next) in the ACTION field.

Enter "sgrt" in the SCREEN field.

Press **ENTER**.

**D. Information posted to Entity-Wide Grant Inquiry table (SGRT)
(Continued)**

```
ACTION: R SCREEN: SGRT USERID: AFNS  
  
      E N T I T Y - W I D E   G R A N T   I N Q U I R Y  
ENTITY-WIDE GRANT NUMBER= YR&EWGRANT  
  
      DESCRIPTION:  
  
      -- ORIG AMT --   -- CURR AMT --  
      APPROVED:  
ESTIMATED REVENUE:  
      GRANT BUDGET:  
  
      ENCUMBERED AMT:                ADVANCE AMT:  
      EXPENDED AMT:                  REV RECOGNIZED AMT:  
      EXPENSED AMT:                   DISALLOWANCE AMT:
```

The "S" (scan) in the ACTION field is the default action.

Enter the entity wide grant number in the ENTITY-WIDE GRANT NUMBER field

Press **ENTER**.

**D. Information posted to Entity-Wide Grant Inquiry table (SGRT)
(Continued)**

```
ACTION: R SCREEN: SGRT USERID: AFNS

      E N T I T Y - W I D E   G R A N T   I N Q U I R Y
ENTITY-WIDE GRANT NUMBER= YR&EWGRANT

      DESCRIPTION: DESC OF ENTITY-WIDE GRANT

      -- ORIG AMT --   -- CURR AMT --
APPROVED:              0.00              0.00
ESTIMATED REVENUE:    3,000,000.00      3,000,000.00
GRANT BUDGET:         3,000,000.00      3,000,000.00

ENCUMBERED AMT:       0.00              ADVANCE AMT:           0.00
EXPENDED AMT:         0.00              REV RECOGNIZED AMT:   0.00
EXPENSED AMT:         0.00              DISALLOWANCE AMT:    0.00
```

This is the result of the GM transaction created in the last exercise. The grant management tables were updated immediately, when the (GM) document was accepted.

Note - The SGRT table maintains the total of all sub-grants pertaining to the main-grant. This table contains summary amounts for budgetary and accounting amounts for the main grant. The sub-grants, as recorded in AGRT table, identify all sub-grants as belonging to a main (entity-wide) grant.

E. Information posted to Reporting Category table (RPTG)

Going from SGRT screen to the Reporting Category table (RPTG)

ACTION: **n** SCREEN: **rptg** USERID: AFNS

ENTITY - W I D E G R A N T I N Q U I R Y

ENTITY-WIDE GRANT NUMBER= YR&EWGRANT

DESCRIPTION: DESC OF ENTITY-WIDE GRANT

	-- ORIG AMT --	-- CURR AMT --
APPROVED:	0.00	0.00
ESTIMATED REVENUE:	3,000,000.00	3,000,000.00
GRANT BUDGET:	3,000,000.00	3,000,000.00

ENCUMBERED AMT:	0.00	ADVANCE AMT:	0.00
EXPENDED AMT:	0.00	REV RECOGNIZED AMT:	0.00
EXPENSED AMT:	0.00	DISALLOWANCE AMT:	0.00

Enter "**n**" (**n**ext) in the ACTION field.

Enter "**rptg**" in the SCREEN field.

Press **ENTER**.

**E. Information posted to Reporting Category table (RPTG)
(Continued)**

```
ACTION: S SCREEN: RPTG USERID: AFNS

                R E P O R T I N G   C A T E G O R Y

      FY  AGENCY  REPT  SOURCE OF  GRANT
      ==  =====  ===  FUNDS (GRANT)  IND  PROJ
      ---  -----  ---  -----  ---  ---
01-  xx  agc   xfsl
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
```

The "S" (scan) in the ACTION field is the default action.

Enter the fiscal year the grant in the FISCAL YEAR field

Enter your agency code in the AGENCY field.

Enter the reporting category number in the REPT CAT field

Press **ENTER**.

**E. Information posted to Reporting Category table (RPTG)
(Continued)**

```

ACTION: S SCREEN: RPTG USERID: AFNS

                R E P O R T I N G   C A T E G O R Y

      FY  AGENCY  REPT  SOURCE OF  GRANT
      ==  =====  ===  -----  ----
01- XX  AGC      XFS1  RPTG DESCRIPTION #2  YEAR&NAME  Y
02- XX  AGC      XFS2  RPTG DESCRIPTION #1  YEAR&NAME  Y
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

```

This is the result of the GM transaction created in the last exercise. The grant management tables were updated immediately, when the (GM) document was accepted.

Note - A "Y" in the 'GRANT IND' field indicates that the 'REPT CAT' (RPTG) code is tied to the grant listed in the 'SOURCE OF FUNDS, (GRANT)' field. If any additional grants/reporting categories are in the system, they will be displayed in alpha, then numeric order by reporting category number.

**E. Information posted to Reporting Category table (RPTG)
(Continued)**

ACTION: **e** SCREEN: RPTG USERID: AFNS

R E P O R T I N G C A T E G O R Y

FY	AGENCY	REPT CAT	NAME	SOURCE OF FUNDS (GRANT)	GRANT IND	PROJ
==	=====	=====	-----	-----	-----	-----
01- XX	AGC	XFS1	RPTG DESCRIPTION #2	YEAR&NAME	Y	
02- XX	AGC	XFS2	RPTG DESCRIPTION #1	YEAR&NAME	Y	
03-						
04-						
05-						
06-						
07-						
08-						
09-						
10-						
11-						
12-						
13-						
14-						

Type "**e**" in the ACTION field to exit this session.

Press **ENTER**.

A blank screen will appear.

logoff

Type in "*logoff*" to log off of the system.

Press **ENTER**.

Initial Sign-On Screen

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00806. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

You are completely logged off when the Initial Sign-On Screen appears.

III. Changing the Grant end date

Purpose: To change the end date of a grant

Illustrates: Signing on to AFNS

Modifying an existing Grant - creating a document
from a table

Performing an Edit Function

Performing a Run Function

Logging into AFNS

```
STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00863. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****
```

```
This system may contain Government information, which is restricted to
authorized users ONLY. Unauthorized access, use, or modification of
this computer system or of the data contained herein or in transit
to/from this system may subject the individual to Criminal and Civil
penalties. This system and equipment are subject to monitoring to ensure
proper performance of applicable security features or procedures. Such
monitoring may result in the acquisition, recording, and analysis of
all data being communicated, transmitted, processed, or stored in this
system by a user. If monitoring reveals possible evidence of criminal
activity, such evidence may be provided to Law Enforcement Personnel.
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.
Enter Logon:
d2xcics
```

Type in "**d2xcics**".

Press **ENTER**.

It is assumed that from this point on, you will remember to press the "Enter" key after completely entering the data for each screen.

NOTE: All screen data throughout the course will be in bold face for easy identification. It will not appear that way when you enter it on the computer.

The CICS Sign-On Screen

```
                SIGN-ON FOR CICS RELEASE 6.6.0                APPLID: D2XCICS
PRODUCTION CICS 4.1
-----
A valid Mainframe Userid and Password is required to access this CICS system.
If you do not have this information, contact your Security Coordinator or RACF
Administrator.  For additional help, please call (334) 242-2222.  To exit this
screen, press F3 or CLEAR.
-----
Type your Userid and Password, then press ENTER:

      Userid . . . .
      Password . . .

      New Password . . .                (Only for Password change)

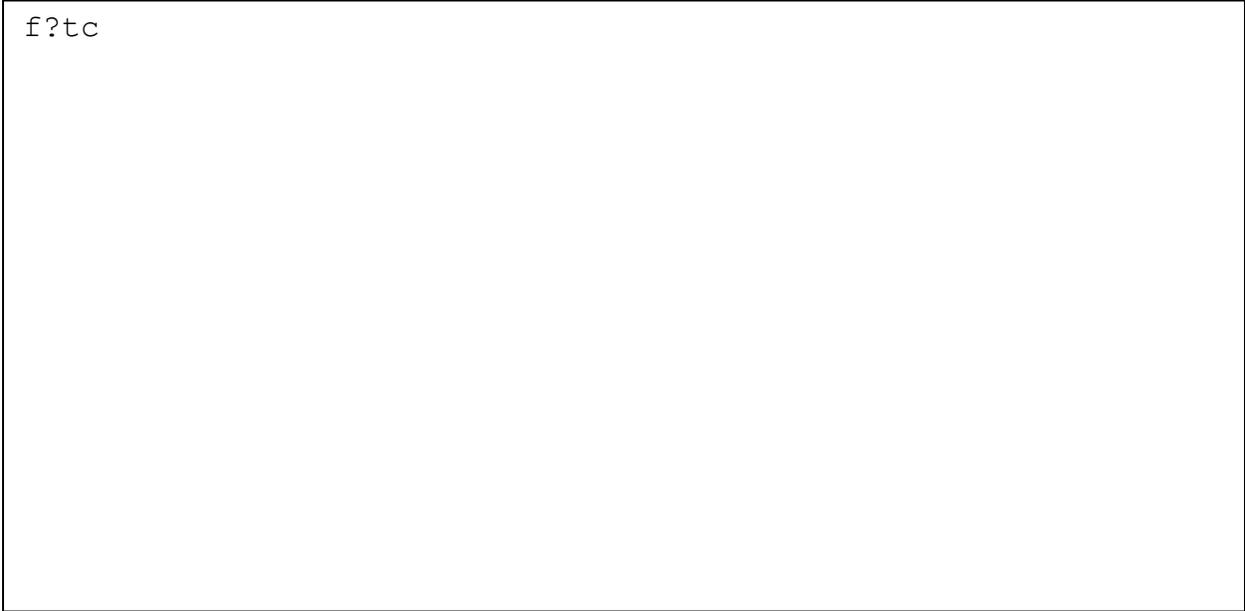
F3/CLEAR: Exit
```

Type in your RACF Userid and Password.

Press **ENTER**.

A blank screen will appear.

Blank Screen Returned



f?tc

Type in 'f?tc' (where '?' is your agency's AFNS application).

Advantage Financial Menu Screen

```
ACTION: N SCREEN: SUSF USERID: afns

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG GG EE
AAAAAAAA DD DD VV VV AAAAAA NN NN NN TT AAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAA NN NN NN CC II AAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NNN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES
```

Type in an 'N' in the ACTION field and 'SUSF' in the SCREEN field to go directly to the Document Suspense Screen.

For the USER ID, please enter your AFNS UserID and password.

Press **ENTER**.

Grant Management Input (GM) Form

```
FUNCTION: NEW          DOCID: GM   AGC  XAGC0000002
STATUS:              BATID:              ORG:          000-000 OF 000
H-                   GRANT MASTER INPUT FORM

ACTION:              DOC DATE:
GRANT AGENCY:        DESCRIPTION:
GRANT NUMBER:        GRANTOR:
GRANT PERIOD        FROM:              TO:              FED CAT NBR:
CAN:                 FED APPR NUM:
LETTER OF CREDIT    NUMBER:              AMOUNT:
FED GRANT DOC NUM:
ENTITY-WIDE GRANT NUM:        DESCR:
I/D 1:              APPR AMT:              I/D 2:              EST REV AMT:
I/D 3:              GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION      I/D      BUDGET
-----
01-
02-
03-
A--*HD37-TYPE BATID/DOCID & PRESS ENTER
```

The grant management input form appears.

The word 'NEW' appears in the FUNCTION field and only the document type appears in the document ID field. Before proceeding, the document id must be assigned by entering an agency code and a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**.

Grant Management Input (GM) Form

```

FUNCTION:          DOCID: GM   AGC   XAGC0000002
STATUS:           BATID:          ORG:      000-000 OF 000
H-                GRANT MASTER INPUT FORM

ACTION: m        DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME    GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 03 31 XX   FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT   DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          I/D 2:        EST REV AMT:
I/D 3:        GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT  OH REC  STA  AVAIL          BUDGET
CATG  RATE   TUS  FUNDS          DESCRIPTION          I/D   AMOUNT
-----
01-
02-
03-

```

Enter an '*m*' in the ACTION field to modify the existing grant.

Enter your agency's data into the GM transaction.

The system will not edit the data until you specify a function.

Note: Every field on the screen is not required. The amount fields and the reporting category lines are left blank, as the only change needing to be made is the end date of the grant.

Grant Management Input (GM) Form

Online-editing and off-line processing

```
FUNCTION: ed          DOCID: GM   AGC   XAGC0000002
STATUS:             BATID:          ORG:      000-000 OF 000
H-                 GRANT MASTER INPUT FORM

ACTION: m          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 03 31 XX   FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED C DFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT   DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          I/D 2:        EST REV AMT:
I/D 3:        GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT  OH REC  STA  AVAIL          BUDGET
CATG  RATE   TUS  FUNDS          DESCRIPTION          I/D   AMOUNT
-----
01-
02-
03-
```

To perform the on-line edits and schedule the document for off-line processing:

Enter "**ed**" in the FUNCTION field.

Press **ENTER**.

Grant Management Input (GM) Form

Online-editing and off-line processing

FUNCTION:	DOCID: GM	AGC	XAGC0000002		
STATUS: SCHED	BATID:		ORG:	000-000	OF 000
H-	GRANT MASTER INPUT FORM				
ACTION: M DOC DATE:					
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT					
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY					
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:					
CAN: FED APPR NUM:					
LETTER OF CREDIT NUMBER: AMOUNT: 0.00					
FED GRANT DOC NUM: FED CDFA#					
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT					
I/D 1: APPR AMT: 0.00 I/D 2: EST REV AMT: 0.00					
I/D 3: GRANT BUDGET AMT: 0.00					
CALCULATED GRANT BUDGET AMT: 0.00					
REPT OH REC STA AVAIL					
CATG RATE TUS FUNDS DESCRIPTION I/D BUDGET AMOUNT					

01-					
02-					
03-					
A--*HP00-NO ERRORS DETECTED					

The document is scheduled for off-line processing.

Notice the status of the document is **SCHED**. This means that the document passed all of the edits and will update during the nightly cycle.

Grant Management Input (GM) Form

On-line processing

```
FUNCTION: r          DOCID: GM   AGC   XAGC0000002
STATUS: SCHED       BATID:          ORG:          000-000 OF 000
H-                 GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00  I/D 2:        EST REV AMT:          0.00
I/D 3:        GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT  OH REC  STA  AVAIL          BUDGET
CATG  RATE   TUS  FUNDS          DESCRIPTION          I/D    AMOUNT
-----
01-
02-
03-
A--*HP00-NO ERRORS DETECTED
```

To perform on-line edits and update the tables on-line:

Enter "r" (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of "r" will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Grant Management Input (GM) Form

```
FUNCTION:          DOCID: GM   XXX   XXXX0000002
STATUS: ACCPT     BATID:          ORG:          000-000 OF 000
H-                GRANT MASTER INPUT FORM

ACTION: M        DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME  GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT  NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:  APPR AMT:          0.00  I/D 2:  EST REV AMT:          0.00
I/D 3:  GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01-
02-
03-
A--*HP20-DOCUMENT ACCEPTED
```

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

IIII. Correcting the description of a Reporting Category

Purpose: To correct an existing reporting category description

Illustrates: Creating a new document from within an existing transaction

 Modifying an existing Grant

 Performing an Edit Function

 Performing a Run Function

CREATING DOCUMENTS FROM WITHIN AN EXISTING TRANSACTION:

```
FUNCTION: new          DOCID: GM AGC XAGC000003
STATUS: ACCPT          BATID:          ORG:          000-000 OF 000
H-                    GRANT MASTER INPUT FORM

ACTION: M             DOC DATE:
GRANT AGENCY: AGC     DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:
CAN:                 FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1: APPR AMT:          0.00 I/D 2: EST REV AMT:          0.00
I/D 3: GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT OH REC STA AVAIL
CATG RATE TUS FUNDS DESCRIPTION I/D BUDGET AMOUNT
-----
01-
02-
03-
A--*HP20-DOCUMENT ACCEPTED
```

Enter **"NEW"** in the ACTION field

Leave GM & agency code in the DOCID field

The document id must be assigned by entering a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**

Grant Management Input (GM) Form

```
FUNCTION:          DOCID: GM   AGC   XAGC0000003
STATUS:           BATID:          ORG:          000-000 OF 000
H-                GRANT MASTER INPUT FORM

ACTION:          DOC DATE:
GRANT AGENCY:    DESCRIPTION:
GRANT NUMBER:    GRANTOR:
GRANT PERIOD     FROM:          TO:          FED CAT NBR:
CAN:            FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:
FED GRANT DOC NUM:
ENTITY-WIDE GRANT NUM:          DESCR:
I/D 1:          APPR AMT:          I/D 2:          EST REV AMT:
I/D 3:          GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS      DESCRIPTION      I/D      BUDGET
-----
01-
02-
03-
```

The grant management input form appears.

The word 'NEW' disappears in the FUNCTION field and only the information in the DOCID fields remain.

Your agency's information can now be keyed into the document.

Grant Management Input (GM) Form

Because the descriptions of the reporting categories were originally keyed incorrectly, they need to be corrected.

Note: If the reporting categories were left off the original GM transaction, they can be added using this step.

FUNCTION:	DOCID: GM	AGC	XAGC0000003			
STATUS:	BATID:	ORG:	000-000 OF 000			
H-	GRANT MASTER INPUT FORM					
ACTION: <i>m</i> DOC DATE:						
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT						
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY						
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:						
CAN: FED APPR NUM:						
LETTER OF CREDIT NUMBER: AMOUNT:						
FED GRANT DOC NUM: FED CDEA#						
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT						
I/D 1: APPR AMT: I/D 2: EST REV AMT:						
I/D 3: GRANT BUDGET AMT:						
CALCULATED GRANT BUDGET AMT:						
REPT	OH	REC	STA	AVAIL		BUDGET
CATG	RATE	TUS	FUNDS	DESCRIPTION	I/D	AMOUNT

01-	<i>xfs1</i>		<i>o</i>	<i>y</i>	<i>rptg description #1</i>	
02-	<i>xfs2</i>		<i>o</i>	<i>y</i>	<i>rptg description #2</i>	
03-						

Enter an '*m*' in the ACTION field to modify the existing grant.

Enter your agency's data into the GM transaction.

Enter the Reporting Category information and the *appropriate description* for each reporting category that needs to be corrected.

The system will not edit the data until you specify a function.

Note: Every field on the screen is not required.

Grant Management Input (GM) Form

Online-editing and off-line processing

```
FUNCTION: ed          DOCID: GM   AGC   XAGC0000003
STATUS:             BATID:                ORG:      000-000 OF 000
H-                 GRANT MASTER INPUT FORM

ACTION: m          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:
FED GRANT DOC NUM: FED C DFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          I/D 2:        EST REV AMT:
I/D 3:        GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS  DESCRIPTION          I/D  BUDGET
-----
01- xfs1          o   y   rptg description #1
02- xfs2          o   y   rptg description #2
03-
```

To perform the on-line edits and schedule the document for off-line processing:

Enter "ed" in the FUNCTION field.

Press **ENTER**.

Grant Management Input (GM) Form

Online-editing and off-line processing

```
FUNCTION:          DOCID: GM   AGC   XAGC0000003
STATUS: SCHED     BATID:          ORG:          001-002 OF 002
H-                GRANT MASTER INPUT FORM

ACTION: M        DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00  I/D 2:        EST REV AMT:          0.00
I/D 3:        GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS1          O   Y   RPTG DESCRIPTION #1          0.00
02- XFS2          O   Y   RPTG DESCRIPTION #2          0.00
03-
A--*HP00-NO ERRORS DETECTED
```

The document is scheduled for off-line processing.

Notice the status of the document is **SCHED**. This means that the document passed all of the edits and will update during the nightly cycle.

Grant Management Input (GM) Form

On-line processing

```
FUNCTION: r          DOCID: GM  AGC  XAGC0000003
STATUS: SCHED      BATID:          ORG:          001-002 OF 002
H-                GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:          0.00  I/D 2:      EST REV AMT:          0.00
I/D 3:      GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS1          O   Y   RPTG DESCRIPTION #1          0.00
02- XFS2          O   Y   RPTG DESCRIPTION #2          0.00
03-
A--*HP00-NO ERRORS DETECTED
```

To perform on-line edits and update the tables on-line:

Enter "r" (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of "r" will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Grant Management Input (GM) Form

```

FUNCTION:          DOCID: GM   AGC   XAGC0000003
STATUS: ACCPT     BATID:          ORG:          001-002 OF 002
H-                GRANT MASTER INPUT FORM

ACTION: M        DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00  I/D 2:        EST REV AMT:          0.00
I/D 3:        GRANT BUDGET AMT:          0.00
CALCULATED GRANT BUDGET AMT:          0.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS      DESCRIPTION              I/D      BUDGET
-----
01- XFS1          O   Y      RPTG DESCRIPTION #1              0.00
02- XFS2          O   Y      RPTG DESCRIPTION #2              0.00
03-
A--*HP20-DOCUMENT ACCEPTED

```

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

V. Adding a new Reporting Category

Purpose: To add a new reporting category to an existing grant

Illustrates: Creating a new document from within an existing transaction

Modifying an existing Grant

Correcting a rejecting transaction

Performing an Edit Function

Performing a Run Function

CREATING DOCUMENTS FROM WITHIN AN EXISTING TRANSACTION:

```
FUNCTION: new                DOCID: GM  AGC  XAGC000004
STATUS: ACCPT                BATID:                ORG:                001-002 OF 002
H-                            GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:                AMOUNT:                0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT      DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:                0.00  I/D 2:      EST REV AMT:                0.00
I/D 3:      GRANT BUDGET AMT:        0.00
CALCULATED GRANT BUDGET AMT:        0.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION                I/D      BUDGET
-----
01- XFS1          O  Y      RPTG DESCRIPTION #1                0.00
02- XFS2          O  Y      RPTG DESCRIPTION #2                0.00
03-
A--*HP20-DOCUMENT ACCEPTED
```

Enter **"NEW"** in the ACTION field

Leave GM & agency code in the DOCID field

The document id must be assigned by entering a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**

Grant Management Input (GM) Form

```
FUNCTION:          DOCID: GM   XXX  XXXX0000004
STATUS:           BATID:          ORG:          000-000 OF 000
H-                GRANT MASTER INPUT FORM

ACTION:          DOC DATE:
GRANT AGENCY:    DESCRIPTION:
GRANT NUMBER:    GRANTOR:
GRANT PERIOD     FROM:          TO:          FED CAT NBR:
CAN:            FED APPR NUM:
LETTER OF CREDIT NUMBER:      AMOUNT:
FED GRANT DOC NUM:
ENTITY-WIDE GRANT NUM:        DESCR:
I/D 1:          APPR AMT:      I/D 2:          EST REV AMT:
I/D 3:          GRANT BUDGET AMT:
CALCULATED GRANT BUDGET AMT:
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS      DESCRIPTION          I/D      BUDGET
-----
01-
02-
03-
```

The grant management input form appears.

The word 'NEW' disappears in the FUNCTION field and only the information in the DOCID fields remain.

Your agency's information can now be keyed into the document.

Grant Management Input (GM) Form

Additional grant funds were appropriated and need to be separated from other grant funds. Therefore, a new GM modification needs to be entered to add a new reporting category to distinguish these funds.

FUNCTION:	DOCID: GM	AGC	XAGC0000004				
STATUS:	BATID:	ORG:	000-000 OF 000				
H-	GRANT MASTER INPUT FORM						
ACTION: <i>m</i> DOC DATE:							
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT							
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY							
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:							
CAN: FED APPR NUM:							
LETTER OF CREDIT NUMBER: AMOUNT:							
FED GRANT DOC NUM: FED CDEA#							
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT							
I/D 1: APPR AMT: I/D 2: EST REV AMT:							
I/D 3: I GRANT BUDGET AMT: 300000.00							
CALCULATED GRANT BUDGET AMT:							
REPT	OH	REC	STA	AVAIL			BUDGET
CATG	RATE	TUS	FUNDS	DESCRIPTION	I/D		AMOUNT
01-	xf	s3	o	y	rptg description #3	I	300000.00
02-							
03-							

Enter an '*m*' in the ACTION field to modify the existing grant.

Enter your agency's data into the GM transaction.

Enter the Reporting Category information for the new reporting category that needs to be added.

The system will not edit the data until you specify a function.

Note: Every field on the screen is not required.

Grant Management Input (GM) Form

Online-editing and off-line processing

```
FUNCTION: ed          DOCID: GM   AGC   XAGC0000004
STATUS:             BATID:                ORG:      000-000 OF 000
H-                 GRANT MASTER INPUT FORM

ACTION: m          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD   FROM: 01 01 XX   TO: 03 31 XX   FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:                AMOUNT:
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT      DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:                I/D 2:      EST REV AMT:
I/D 3: I      GRANT BUDGET AMT:        300000.00
CALCULATED GRANT BUDGET AMT:
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- xfs3          o  y      rptg description #3          I          300000.00
02-
03-
```

To perform the on-line edits and schedule the document for off-line processing:

Enter "ed" in the FUNCTION field.

Press **ENTER**.

Grant Management Input (GM) Form

Online-editing

```
FUNCTION:                DOCID: GM   AGC   XAGC0000004
STATUS: REJCT           BATID:                ORG:      001-000 OF 001
H-                       GRANT MASTER INPUT FORM

ACTION: M                DOC DATE:
GRANT AGENCY: AGC        DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME  GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:          0.00  I/D 2:      EST REV AMT:          0.00
I/D 3: I    GRANT BUDGET AMT:    300,000.00
CALCULATED GRANT BUDGET AMT:    300,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION          I/D    BUDGET
-----
01- XFS3          O   Y   RPTG DESCRIPTION #3          I      300,000.00
02-
03-
A--*HP03-DOCUMENT ERRORS DETECTED      H--G114E-APP + REV AMT NOT = GRANT AMT
H--C900E-DOC TOTAL NOT = DETAIL
```

Notice the status of the document is **REJCT**. This means that the document **did not** pass all of the edits and needs further attention to allow it to process.

Grant Management Input (GM) Form

Online-editing

```
FUNCTION:                DOCID: GM   AGC   XAGC0000004
STATUS: REJCT          BATID:                ORG:      001-000 OF 001
H-                       GRANT MASTER INPUT FORM

ACTION: M                DOC DATE:
GRANT AGENCY: AGC        DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME  GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR:  DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:          0.00  I/D 2:      EST REV AMT:          0.00
I/D 3: I    GRANT BUDGET AMT:    300,000.00
CALCULATED GRANT BUDGET AMT:    300,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS3          O   Y   RPTG DESCRIPTION #3          I         300,000.00
02-
03-
A--*HP03-DOCUMENT ERRORS DETECTED      H--G114E-APP + REV AMT NOT = GRANT AMT
H--C900E-DOC TOTAL NOT = DETAIL
```

To find out what an error means to help figure out how to correct the document so that it can pass the edits and process, place your cursor on the error message (indicated in above example with an underline) and press enter.

See next page for explanation of error message (H--G114E-APP + REV AMT NOT = GRANT AMT)

Grant Management Input (GM) Form

Online-editing

After pressing enter, the system will take you to the EMEX table and display the error message.

```
ACTION: R SCREEN: EMEX USERID: AFNS

      E R R O R   M E S S A G E   E X P L A N A T I O N

ERROR CODE= G114E                ERROR MESSAGE: APP + REV AMT NOT = GRANT AMT
    The sum of the appropriation and revenue amounts must
    equal the total grant amount. Correct the amount and
    resubmit the transaction.
```

Based on the error message information, the necessary information was not keyed into the EST REV AMT field, to show an increase in estimated revenue into the grant (increased appropriation).

```
ACTION: e SCREEN: EMEX USERID: AFNS

      E R R O R   M E S S A G E   E X P L A N A T I O N

ERROR CODE= G114E                ERROR MESSAGE: APP + REV AMT NOT = GRANT AMT
    The sum of the appropriation and revenue amounts must
    equal the total grant amount. Correct the amount and
    resubmit the transaction.
```

After reviewing the error, key an 'e' in the ACTION field and press enter to go back to the document. Once back in the document, make the necessary corrections and edit the document again.

Grant Management Input (GM) Form

On-line processing

```
FUNCTION: r          DOCID: GM  AGC  XAGC0000004
STATUS: SCHED      BATID:          ORG:          001-001 OF 001
H-                GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME  GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT  NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:  APPR AMT:          0.00  I/D 2: I  EST REV AMT:          300,000.00
I/D 3: I  GRANT BUDGET AMT:          300,000.00
CALCULATED GRANT BUDGET AMT:          300,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS          DESCRIPTION          I/D  BUDGET
-----
01- XFS3          O  Y  FEDERAL FUNDS - BLDG          I  300,000.00
02-
03-
A--*HP00-NO ERRORS DETECTED
```

To perform on-line edits and update the tables on-line:

Enter "r" (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of "r" will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Grant Management Input (GM) Form

```

FUNCTION:          DOCID: GM   AGC   XAGC0000004
STATUS: ACCPT     BATID:          ORG:          001-001 OF 001
H-                GRANT MASTER INPUT FORM

ACTION: M        DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFA#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:          0.00  I/D 2: I  EST REV AMT:          300,000.00
I/D 3: I    GRANT BUDGET AMT:          300,000.00
CALCULATED GRANT BUDGET AMT:          300,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS3          O   Y    RPTG DESCRIPTION #3          I          300,000.00
02-
03-
A--*HP20-DOCUMENT ACCEPTED

```

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

VI. Inactivating a Reporting Category

Purpose: To inactivate a reporting category

Illustrates: Creating a new document from within an existing transaction

Modifying an existing Grant

Performing an Edit Function

Performing a Run Function

Logging off of AFNS

CREATING DOCUMENTS FROM WITHIN AN EXISTING TRANSACTION:

```

FUNCTION: new          DOCID: GM  AGC  XAGC000005
STATUS: ACCPT          BATID:          ORG:          001-001 OF 001
H-          GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME  GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT  NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDF#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:  APPR AMT:          0.00  I/D 2: I  EST REV AMT:          300,000.00
I/D 3: I  GRANT BUDGET AMT:          300,000.00
CALCULATED GRANT BUDGET AMT:          300,000.00
REPT OH REC  STA  AVAIL          BUDGET
CATG  RATE  TUS  FUNDS          DESCRIPTION          I/D  AMOUNT
-----
01- XFS3          O  Y  RPTG DESCRIPTION #3          I  300,000.00
02-
03-
A--*HP20-DOCUMENT ACCEPTED

```

Enter **"NEW"** in the ACTION field

Leave GM & agency code in the DOCID field

The document id must be assigned by entering a unique document ID number. Agencies that use automatic numbering will type a # sign in the document number field.

Press **ENTER**

Grant Management Input (GM) Form

FUNCTION:	DOCID: GM	AGC	XAGC0000005		
STATUS:	BATID:		ORG:	000-000	OF 000
H-	GRANT MASTER INPUT FORM				
ACTION:	DOC DATE:				
GRANT AGENCY:	DESCRIPTION:				
GRANT NUMBER:	GRANTOR:				
GRANT PERIOD	FROM:	TO:	FED CAT NBR:		
CAN:	FED APPR NUM:				
LETTER OF CREDIT	NUMBER:	AMOUNT:			
FED GRANT DOC NUM:					
ENTITY-WIDE GRANT NUM:	DESCR:				
I/D 1:	APPR AMT:	I/D 2:	EST REV AMT:		
I/D 3:	GRANT BUDGET AMT:				
CALCULATED GRANT BUDGET AMT:					
REPT	OH	REC	STA	AVAIL	
CATG	RATE	TUS	FUNDS	DESCRIPTION	I/D BUDGET AMOUNT
----	-----	---	-----	-----	-----
01-					
02-					
03-					

The grant management input form appears.

The word 'NEW' disappears in the FUNCTION field and only the information in the DOCID fields remain.

Your agency's information can now be keyed into the document.

Grant Management Input (GM) Form

After adding the new reporting category, the agency receives information that the additional funding will not be awarded to the agency. Therefore, the new reporting category needs to be closed.

FUNCTION:	DOCID: GM	AGC	XAGC0000005		
STATUS:	BATID:	ORG:	000-000 OF 000		
H-	GRANT MASTER INPUT FORM				
ACTION: <i>m</i> DOC DATE:					
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT					
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY					
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:					
CAN: FED APPR NUM:					
LETTER OF CREDIT NUMBER: AMOUNT:					
FED GRANT DOC NUM: FED C DFA#					
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT					
I/D 1: APPR AMT: I/D 2: d EST REV AMT: 300,000.00					
I/D 3: d GRANT BUDGET AMT: 300,000.00					
CALCULATED GRANT BUDGET AMT:					
REPT	OH REC	STA	AVAIL		BUDGET
CATG	RATE	TUS	FUNDS	DESCRIPTION	I/D AMOUNT

01-	xf3	c	y	rptg description #3	d 300,000.00
02-					
03-					

Enter an '*m*' in the ACTION field to modify the existing grant.

Enter your agency's data into the GM transaction.

The estimated revenue amount and grant budget amount need to be reduced back down. Therefore, a "*d*" needs to be entered into the 'I/D' field and the amount that the grant was increased needs to be entered into the EST REV AMT and GRANT BUDGET AMT fields. The '*d*' tells the system to reduce the grant and the amount field tells the system by how much the grant needs to be reduced.

Enter the reporting category information for the reporting category that needs to be closed/inactivated. Enter a "*d*" in the 'I/D' field and in the BUDGET AMOUNT field, enter the amount to reduce the reporting category to zero in the system.

The system will not edit the data until you specify a function.

Note: Every field on the screen is not required.

Grant Management Input (GM) Form

Online-editing and off-line processing

FUNCTION: ed	DOCID: GM AGC XAGC0000005					
STATUS:	BATID: ORG: 000-000 OF 000					
H-	GRANT MASTER INPUT FORM					
ACTION: m DOC DATE:						
GRANT AGENCY: AGC DESCRIPTION: DESC OF GRANT						
GRANT NUMBER: YEAR&NAME GRANTOR: WHO GAVE THE MONEY						
GRANT PERIOD FROM: 01 01 XX TO: 03 31 XX FED CAT NBR:						
CAN: FED APPR NUM:						
LETTER OF CREDIT NUMBER: AMOUNT:						
FED GRANT DOC NUM: FED C DFA#						
ENTITY-WIDE GRANT NUM: YR&EWGRANT DESCR: DESC OF ENTITY-WIDE GRANT						
I/D 1: APPR AMT: I/D 2: d EST REV AMT: 300,000.00						
I/D 3: d GRANT BUDGET AMT: 300,000.00						
CALCULATED GRANT BUDGET AMT:						
REPT OH REC STA AVAIL	BUDGET					
CATG RATE TUS FUNDS DESCRIPTION I/D	AMOUNT					

01- xf s3	c	y	rptg description #3	d	300,000.00	
02-						
03-						

To perform the on-line edits and schedule the document for off-line processing:

Enter "**ed**" in the FUNCTION field.

Press **ENTER**.

Grant Management Input (GM) Form

Online-editing

```
FUNCTION: r          DOCID: GM   AGC   XAGC0000005
STATUS: SCHED      BATID:          ORG:          001-001 OF 001
H-                GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDFAN#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:        APPR AMT:          0.00  I/D 2: D  EST REV AMT:          300,000.00
I/D 3: D      GRANT BUDGET AMT:          300,000.00
CALCULATED GRANT BUDGET AMT:          -300,000.00
REPT OH REC STA AVAIL
CATG  RATE  TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS3          C   Y   RPTG DESCRIPTION #3          D          300,000.00
02-
03-
A--*HP00-NO ERRORS DETECTED
```

Notice the status of the document is **SCHED**. This means that the document passed all of the edits and will update during the nightly cycle.

To perform on-line edits and update the tables on-line:

Enter **"r"** (run) in the FUNCTION field.

Press **ENTER**.

Note: A FUNCTION of **"r"** will perform an edit and if no errors exist, it will update the appropriate tables. The ledgers will not update until after the nightly cycle runs.

Accepted Grant Management Input (GM) Form

```
FUNCTION: e          DOCID: GM   AGC   XAGC0000005
STATUS: ACCPT      BATID:          ORG:          001-001 OF 001
H-                GRANT MASTER INPUT FORM

ACTION: M          DOC DATE:
GRANT AGENCY: AGC  DESCRIPTION: DESC OF GRANT
GRANT NUMBER: YEAR&NAME      GRANTOR: WHO GAVE THE MONEY
GRANT PERIOD  FROM: 01 01 XX  TO: 03 31 XX  FED CAT NBR:
CAN:          FED APPR NUM:
LETTER OF CREDIT NUMBER:          AMOUNT:          0.00
FED GRANT DOC NUM: FED CDF#
ENTITY-WIDE GRANT NUM: YR&EWGRANT  DESCR: DESC OF ENTITY-WIDE GRANT
I/D 1:      APPR AMT:          0.00  I/D 2: D  EST REV AMT:          300,000.00
I/D 3: D    GRANT BUDGET AMT:          300,000.00
CALCULATED GRANT BUDGET AMT:          -300,000.00
REPT  OH REC  STA  AVAIL
CATG  RATE   TUS  FUNDS      DESCRIPTION          I/D      BUDGET
-----
01- XFS3          C   Y   RPTG DESCRIPTION #3          D          300,000.00
02-
03-
A--*HP20-DOCUMENT ACCEPTED
```

The document has been accepted and the corresponding tables have been updated.

Two areas inform the user the document has been accepted.

- ◆ The STATUS field has ACCPT (accepted)
- ◆ The Message Area located at the bottom of the screen gives a detailed message.

Type 'e' in the FUNCTION field and press **ENTER** to exit out of the document and go to the SUSF screen. Type an 'e' in the ACTION field to end this session.

Press **ENTER**.

Blank Document Suspense (SUSF) Screen

```

ACTION: e  SCREEN: SUSF  USERID: AFNS
FUNCTION:          ORG:

                D O C U M E N T  S U S P E N S E

S      BATCH          DOCUMENT
E -----
L TYPE AGCY NUMBER TYPE AGCY  NUMBER  STAT  APPRV  LAST   LAST   PROCESS
  -----  -----  -----  -----  -----  -----  -----  -----  -----
  DATE    USER    (YYMMDD)
  -----  -----  -----

```

Type "e" in the ACTION to exit this session.

Press **ENTER**.

A blank screen will appear.

logoff

Type in "*logoff*" to log off of the system.

Press **ENTER**.

Initial Sign-On Screen

STATE OF ALABAMA - FINANCE - INFORMATION SERVICES DIVISION
YOUR LTERM: TCP00806. YOUR IP ADDRESS: 10.133.58.18
***** WARNING *****

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, or modification of this computer system or of the data contained herein or in transit to/from this system may subject the individual to Criminal and Civil penalties. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Enter Logon:

You are completely logged off when the Initial Sign-On Screen appears.

SECTION FIVE: OVERVIEW OF LEDGER & REPORTS

I. GRANT MANAGEMENT LEDGER

Closed Grant History Ledger (GRANT)

Contains information on closed grants which have been purged from the system.

II. GRANT MANAGEMENT REPORTS

Inception-to-date, fiscal-year-to-date, quarterly and monthly reporting are available with the following State Grown reports:

- Grant Budget VS Grant Actual Disbursement (GMR1)
- Grant Budget VS Grant Actual Revenue (GMR2)
- Reconciliation of AFNS Cash By Grant (GMR3)

- GRANT BUDGET VS GRANT ACTUAL DISBURSEMENT (GMR1)

Budget Amounts are pulled from the GBLT Grant Table as of the Date the Report is generated

Disbursement and Encumbered Amounts are taken from the Ledger as of the End of the Month

Grant End Date is taken from the AGRT Grant Table as of the Date the Report is generated

- GRANT BUDGET VS GRANT ACTUAL REVENUE (GMR2)

Budget Amounts are pulled from the AGRT Grant Table as of the Date the Report is generated

Revenue Amounts are taken from the Ledger as of the End of the Month

- RECONCILIATION OF AFNS CASH BY GRANT (GMR3)

Revenue Amounts are taken from the 'Grant Budget VS Grant Actual Revenue' (GMR2) Report

Disbursements Amounts are taken from the 'Grant Budget VS Grant Actual Disbursement' (GMR1) Report

APPENDIX

GRANT MANAGEMENT TRANSACTION

REQUIRED FIELDS - The system requires that data be entered. These fields are in bold print and underlined to make them easier to identify.

DEFAULT FIELDS - Default fields that are left blank will automatically be populated by the system. Data that is entered will override the default data.

OPTIONAL FIELDS - The system administrator decides if the optional fields will be used for his/her agency.

Action Default is New [E]. Valid values are:
New [E] - This is a new document.
Modification [M] - This lets you modify information on the document except agency, grant number, and reporting category. It lets you add new budget lines and modify the current amount fields.

DOC DATE Defaults to the date the system accepts the document. Enter the date (mm dd yy) that you want associated with this record, usually the current date. Do not enter a future date.

Grant Agency Required. Enter the agency responsible for administering this grant. Refer to Agency (AGC2) table for valid values. On a modification document, this field must be the same as the original entry.

Description Optional. Enter a description of the grant. To change this field to blanks, enter an asterisk (*).

Grant Number Required. Enter an identifying code for the grant. If sub-grants are involved, this is the identifying code of the sub-grant. On a new document, enter a unique code within the agency. On a modification document, this field must be the same as the original entry.

Grantor Optional. Enter the name of the person or organization issuing the grant. To change this field to blanks, enter an asterisk (*).

GRANT PERIOD -

From

Required. Enter the date (mm dd yy) that accounting documents can begin referencing this grant. Accounting documents associated with this grant are rejected if their document date is earlier than this date.

To

Required. Enter the date (mm dd yy) that accounting documents must stop referencing this grant. Accounting documents associated with this grant are rejected if their document date is later than this date.

FED CAT NBR

Optional. Enter a federal number if one applies. To change this field to blanks, enter an asterisk (*).

CAN

Optional. Enter a Common Account Interest Number (CAN) if one applies. To change this field to blanks, enter an asterisk (*).

Fed APPR Num

Optional. Enter the number that relates this grant to a federal appropriation only if one applies. To change this field to blanks, enter an asterisk (*).

LETTER OF CREDIT -
Number

Optional. Enter only if you want to identify a letter of credit. To change this field to blanks, enter an asterisk (*).

Amount

Optional. Enter the letter of credit amount if applicable. Enter two digits for cents. You can enter a decimal point, but do **not** enter a dollar sign or commas. To change this field to zeros, enter an asterisk (*).

Fed Grant Doc Num

Optional. Enter the federal number identifying the grant, if applicable. To change this field to blanks, enter an asterisk (*).

Entity-wide Grant Num	Optional. If this grant is actually a sub-grant, enter the main grant number here. Information concerning this sub-grant is accumulated on Entity-Wide Grant (SGRT) table, along with information from other sub-grants referencing the same main grant number. To change this field to blanks, enter an asterisk (*).
Description	Optional. Enter a description of the statewide grant. If another sub-grant was already entered using this grant number, a description already exists on Entity-Wide Grant (SGRT) table. Any description entered here overrides the existing description. To change this field to blanks, enter an asterisk (*).
I/D 1	Defaults to Default [blank]. Required on a modification document if Appropriation Amount is changed. Valid values are Increase [I] or Decrease [D].
Appr Amt	Optional. On a new document, either appropriations or revenues (or both) are entered. Enter the portion of the total grant budget that is attributed to appropriations. This information is for reporting purposes only. Enter two digits for cents. You can enter the decimal point, but do not enter dollar signs or commas.
I/D 2	Defaults to Default [blank]. Required on a modification document if Estimated Revenue Amount is changed. Valid values are Increase [I] or Decrease [D].
Est. Rev Amt	Conditional. Required on a modification document. Optional on a new document, but you must enter either appropriations or revenues (or both). Enter the portion of the total grant budget that is attributed to other revenue sources besides appropriations. This information is for reporting purposes only. Enter two digits for cents. You can enter the decimal point but do not enter dollar signs or commas.

I/D 3

Defaults to Default [blank]. Required on a modification document if Budget Amount is changed. Valid values are Increase [I] or Decrease [D].

Grant Budget Amt

Required. On a new document, enter the sum of the appropriated amount and the estimated revenue amount. Make it equal to the sum of all line budgeted amounts. On a modification document, this field is equal to the net amount of all line budgeted amounts. To compute this amount:

1. Add all the increase amounts.
2. Add all the decrease amounts.
3. Subtract the smaller of these amounts from the larger, and enter that amount.

Default / Increase / Decrease reflect whether the net change was an increase or a decrease.

Calculated Grant
Budget Amount

Display only. This is a system computed total of all budget line amounts. Defaults to Default [blank]. Required on a modification document if Calculated Budget Amount is changed. Valid values are Increase [I] or Decrease [D].

Rept Catg:

Conditional. Required on a new document. At least one reporting category must be entered for each grant. The reporting category does not have to exist on Reporting Category (RPTG) table. The Grant Master (GM) document processor creates an entry on Reporting Category (RPTG) table if it does not already exist. If the reporting category exists on Reporting Category (RPTG) table, then Source of Funds (Grant) on Reporting Category (RPTG) must match the Grant Number on this document. If Source of Funds (Grant) is blank, the Grant Master (GM) document processor infers it from this document. On a modification document, this field is required if you want to modify any of the other line level fields.

OH Rec Rate: Optional. Enter the overhead recovery rate that applies to this line, if any. This field is for information purposes only. (You can write custom reports that calculate the overhead amounts.) Enter a numeric value; otherwise, the format of this field is user defined. It is a three digit field.

Status Conditional. Required on a new document. Valid values are Open [O] or Closed [C]. When Closed [C] is selected, accounting documents with that line's reporting category (and the proper agency) are rejected.

Avail Funds Conditional. Required on a new document. Valid values are: Yes [Y] - Accounting documents are rejected if they cause obligations against this line to exceed the line's budgeted amount. The current obligations against a grant budget line are the encumbered plus expended amounts, as maintained on Grant Budget Line Inquiry (GBLT). No [N] - Expenditure control is exercised by this budget line.

Description Optional. Enter a description of the portion of the grant represented by this line. To change this field to blanks, enter an asterisk (*).

I/D Conditional. Required on a modification document when Budget Amount is changed for the line. The valid values are Increase [I] or Decrease [D].

Budget Amount Conditional. Required on a new document. Enter the amount of this portion of the grant. The total of all budget line amounts must equal the total grant amount. Enter two digits for cents. Do **not** enter dollar signs or commas, but you can enter the decimal point. On a modification document, enter the amount of the changeover (under) the existing amount.