



STANDARD OPERATING PROCEDURES (SOP) FOR GFMIS GRANTS 3.0 UAT/TRAINING

SOP 3: Creating and Submitting a Subrecipient Budget

1. Navigate to Grants > Subrecipient Grants.
2. Click the Subrecipient tab.
3. Locate a subrecipient, toggle the check box and use **Run Row Action**.
4. Navigate to the Subrecipient Details tab.
5. In the grid area under Associated Awards, toggle the check box next to an award
6. Click the Run **Row Action** button.
7. Navigate to the Subrecipient Budget Details tab.
8. Click the '+' button which will add a new row (you may add more than one, if required).
9. Select and enter GL Codes and various Amounts.
10. Navigate to Overview tab and fill in fields.***
11. **Save** and **Submit**.
12. Task Completed.

SOP 4: Creating and Submitting a Subrecipient Budget- Modification

1. Navigate to Grants > Subrecipient Grants.
2. Click the Subrecipient tab.
3. Locate a subrecipient, toggle the check box and use **Run Row Action**.
4. Navigate to the Subrecipient Details tab.
5. In the grid area under Associated Awards, toggle the check box next to an award
6. Click the Run **Row Action** button.
7. Navigate to the Subrecipient Budget Details tab.
8. Enter new value into the Modification field
9. Navigate to Overview Tab and fill in fields.***
10. **Save** and **Submit**.
11. Task Completed.

TIP's***

In the subrecipient grant management grid, you can click the column heading and sort the data by the column heading.... e.g. clicking Name sorts the subrecipients by name.

June 11, 2025

performa

******* (Overview Tab) Name and description in the overview tab are simply documentation before you press the submit button. It is used in the audit log to keep track of the permanent changes to the database. This can be performed in the beginning or end. If it is done in the beginning, you won't forget to do it after the task is completed. easier to explain your description field and create a document name.

use the filter icon to quickly search for the subrecipient you want to view or change.

if you hover over the grant tab, you will see menu options that include subrecipient grant, invoices, and grant expenditures.