



GFMIS

Grants Management System

3.0 Release - Training



Sign-In



<https://forms.office.com/r/A7EBgF8sif>

Training Outline



Grants 3.0 Training Session 1 - Intro & Subrecipient Management	1.5hr
<i>Lunch</i>	1 hr
Grants 3.0 Training Session 2 – Grant Integrations	2hr
Grants 3.0 Training Session 3 - Extra Time for Hands On Testing/ 1.1 and 2.0 Refreshers	1.5hr



3.0 Release Timeline

GFMIS Release Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Guam Onsite						
3.0 Go Live Prep/UAT/End User Training						
8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun
Guam Onsite						
3.0 GO LIVE						
15-Jun	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun	21-Jun
22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun

- Release 3 is targeted for June 2025
 - Subrecipient Management (budgets, invoicing, and work requests)
 - Automated integrations to Budgets module for grant modifications and new grants
 - Sam.gov integration
 - Grants.gov integration

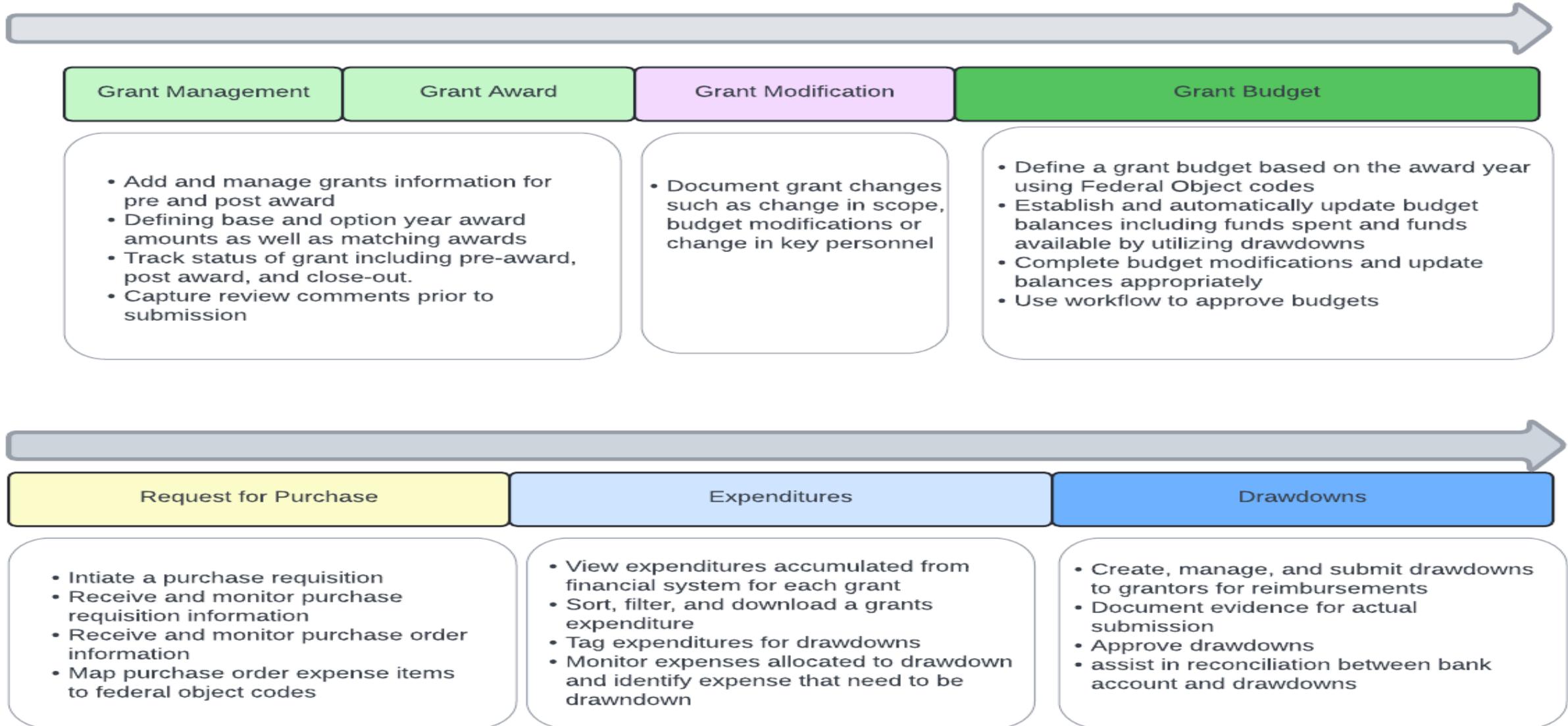


Grants Overview

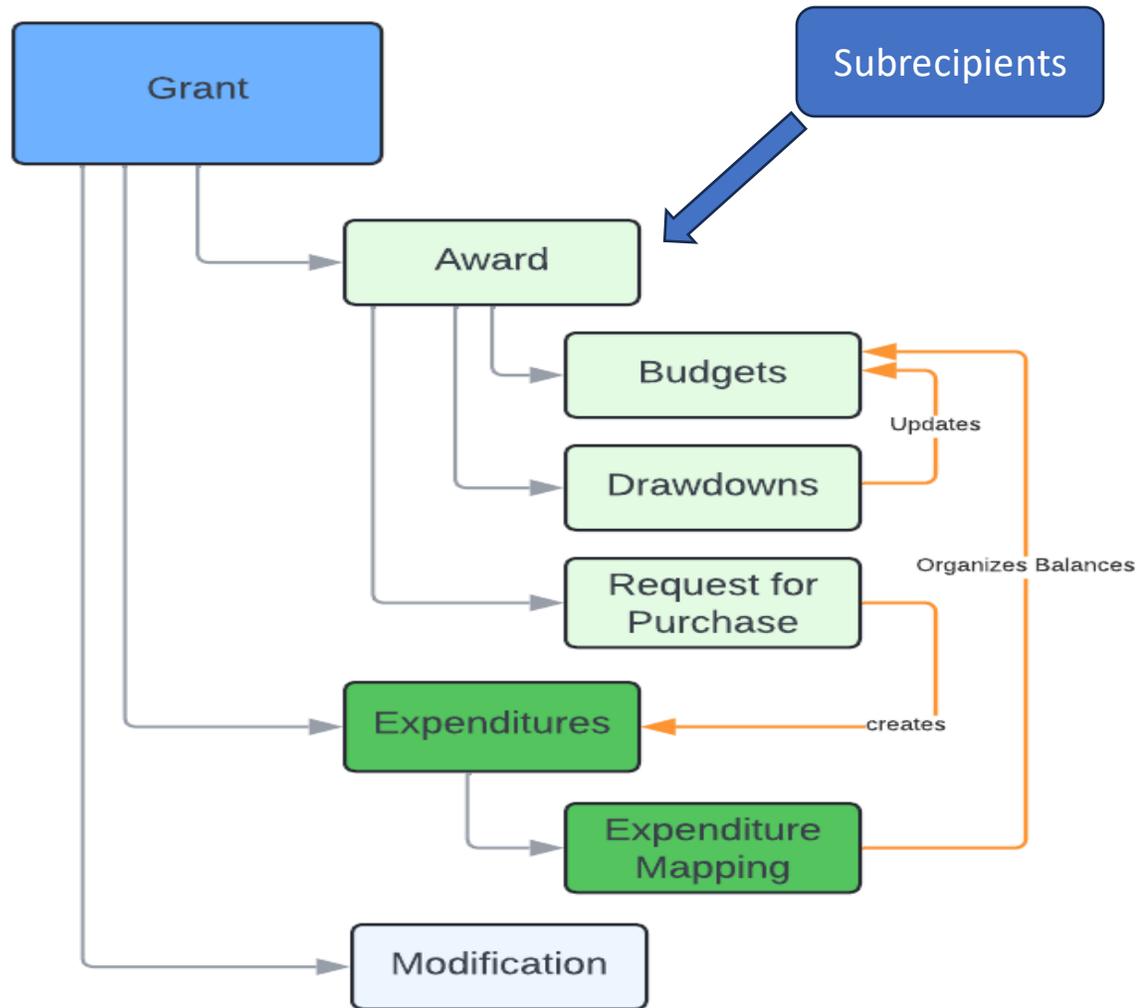
Supporting the Grant Lifecycle



Grant Management Lifecycle Support



Key Components for Grants Module



- Components support data needs in each area
- Components are interrelated and drive the business process for key areas in the grant lifecycle

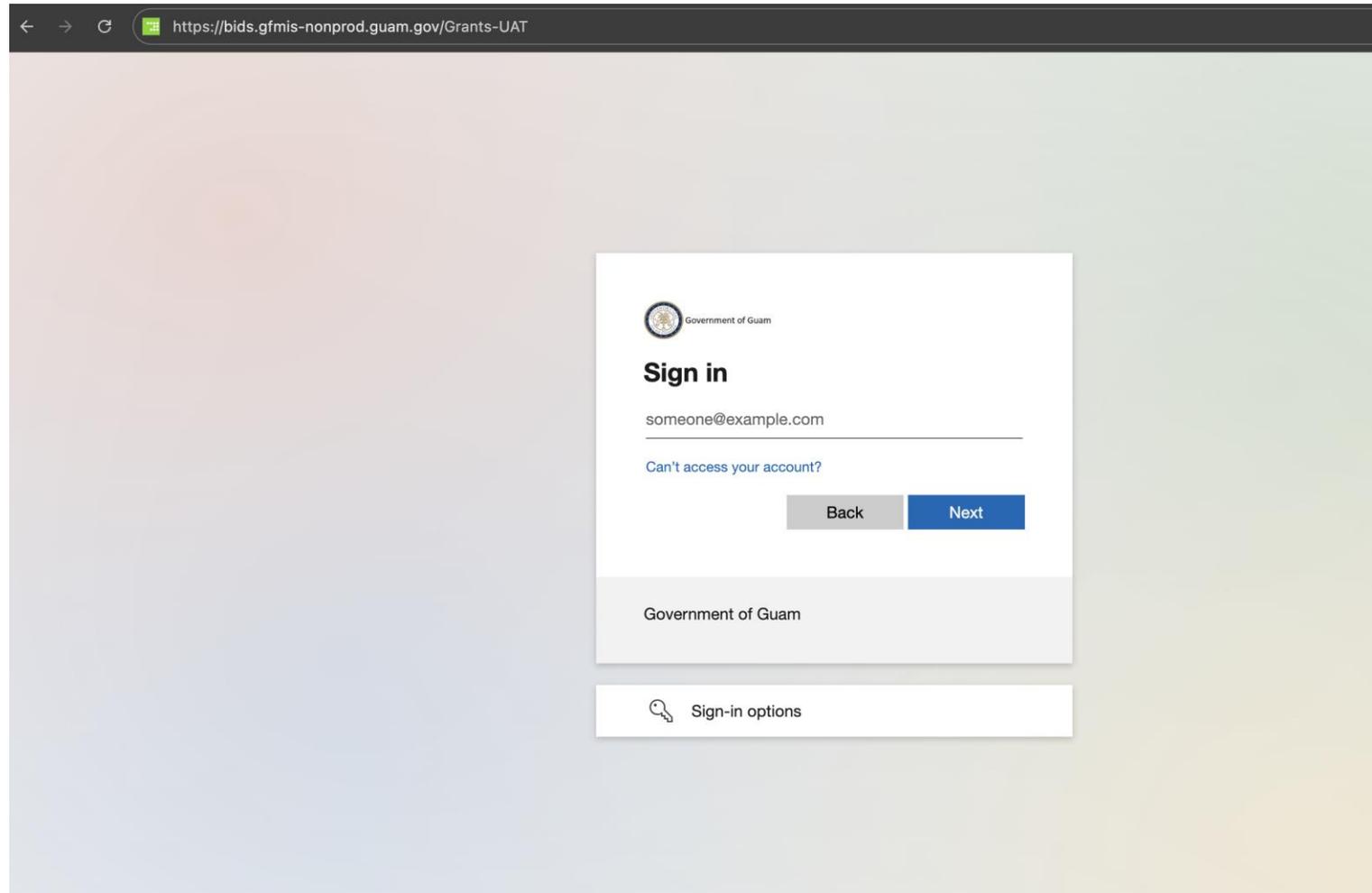


Logging In



UAT Environment

- We'll be accessing the UAT environment to log in using **Active Directory**
- <https://bids.gfmis-nonprod.guam.gov/Grants-UAT>





Work Tiles

- Once you log in, you should see a Dashboard of Work Tiles and the Grants Dropdown Menu for all Modules
 - Grant Expenditures
 - Grant Management
 - Subrecipient Management
 - Reference Data Management
 - Grant Budget
 - Purchase Requisition Management
 - Grant Drawdown
 - Invoice
 - Work Request Invoice

The screenshot displays a dashboard interface with the following components:

- Navigation Bar:** Includes 'Work Tray', 'Grants', 'Administration', and 'User Access Request'. The environment is identified as 'BIDS Server (Grants-UAT)'.
- User Profile:** Shows the name 'Kenny Lew' and initials 'KL'.
- Tiles Section:**
 - Global Worktray (8 tiles):**
 - All: 1.26k
 - Available to claim: 26
 - Cancel (Admin): 93
 - Claimed by me: 8
 - Claimed by others: 0
 - Completed: 1.15k
 - In progress: 119
 - Transfer (Admin): 93
 - Global Reports (5 tiles):**
 - SEFA Detailed
 - SEFA Summary
 - SEFRAD Detailed
 - SEFRAD Summary
 - SF425 Federal Financial Report



Managing Grants and Awards



Grant Management

- Grants component is the focal point of the module, where the other activities and functions are related to a grant
- Access to own grants or the grants to which you have been granted access
- Manage grant details
- Manage grant awards including multi-year awards
- Grant information is captured and manage including
 - o Period of performance
 - o Liquidation end dates
 - o Grants and awards
 - o In-kind value
 - o Etc.
- Matching Grants, where local Match % indicates local amounts, where 0 indicates no matching.

Grant Management (Create) - GM.

Overview Grant **Grant Details** Grant Award Grant Modification FFR Report Data Documents Validation

Grant Details

Grant ID *	21SCBPGU1088-00	Organization	16 - Department of Agriculture	Grant Work Flow	Awaiting-Award	Period of Performance *	9/30/2021
Grant Desc.	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATIVE	Dept./Division *	1630 - ANIMAL & PLANT INDUSTRY DIVIS	UEI #		to	9/29/2025
Account Code		Cluster	Agriculture	EIN #		Liquidation End Date	
ALN *	10.170 - In Vitro Dev of Clean Planting Stock	Archive	<input checked="" type="checkbox"/> Subrecipient Grants <input checked="" type="checkbox"/>	Created by		Modified Timestamp	2/28/2025 1:31
Contact	Krystyna Ilagan	Federal Contact		Federal Email		Federal Phone #	

Detailed Description: 21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATIVE

Grant Funding

Total Grant Award	\$326,712	In-Kind Value	\$0	In-Kind Description	
Award Date		Reporting Frequency	Final	Notice of Award	+ Upload File No Files Uploaded
Cancelled Date		Drawdown Platform	PMS	Application	+ Upload File No Files Uploaded
Closed Date		Draw Account		Supporting Document	+ Upload File No Files Uploaded

Comments

Review Date: Review Comments

Grant Management Workflow



Grant Status	Description
Awaiting Award	Grant records can be established pre-award or prior to application submission
Awarded	When the Notice of Award is received the grant should have a status of "Awarded". EOA can be delivered to DOA and DOA will update GL Account number
Active	Accounting object codes have been assigned and appropriate data is captured including the Notice of Award. BBMR has approved the grant and DOA will set the status field to "Active".
Loss	Grant application was denied by the federal agency
On Hold	Federal agency has informed us that the grant is on hold
Suspended	The grant has been suspended by grantor or grantee and will be re-evaluated at a future date
Cancelled	Grant has been cancelled and is no longer active
Closed	Grant closeout process is in process or completed

Grant Awards



- Grants with multiple awards are supported as well as matching grants
- Awards drive Grant budgets that are used for compliance reporting and balance monitoring
- Awards are used to establish drawdown ceilings
- Matching amounts (federal funds and local funds)
- Notice that grant awards cannot be saved until the grant details have been saved and submitted.

Grant Management (Create) - GM.

Overview Grant Grant Details **Grant Award** Grant Modification FFR Report Data Documents Validation

Grant Award

Grant ID * 21SCBPGU1088-00 Organization 16 - Department of Agriculture Grant Work Flow Awaiting-Award

Grant Desc. 21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATIVE Dept./Division * 1630 - ANIMAL & PLANT INDUSTRY DIVIS Created by

Account Code Cluster Agriculture Modified By Kenny Lew

ALN * 10.170 - In Vitro Dev of Clean Planting Stock Modified Timestamp 2/28/2025 1:31 AM

Total Grant Award \$326,712

Annual Funding

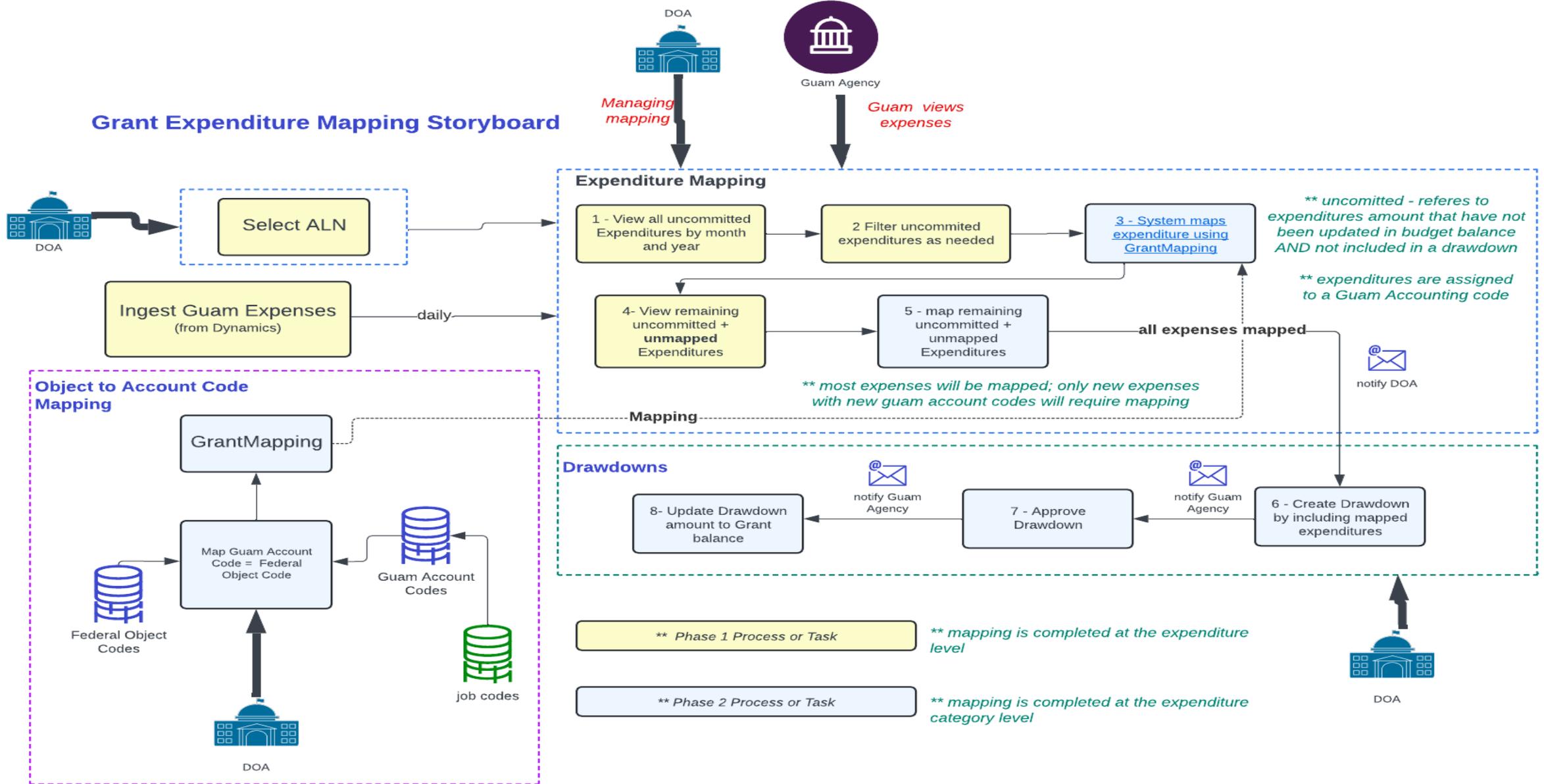
Award	Award ID	Description	Year	Begin Date	End Date	Total Appropriated	Match %	Federal Award Amount	Local %	Recipient Award Share	Local Match Account	Draw Sub
1	101-21-1630105	FARMER SUPPRT/FARMER INITIATIVE	2021	9/30/2021	9/29/2025	\$326,712	0.00%	\$326,712	100.00%			21SCBPGU1088

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Grant Expenditures

Grant Expenditures and Mapping Storyboard



Grant Expenditures



- Expenditures are populated near real-time from the procurement system (D365) and associated with the appropriate grant
- The data grid can be filtered and sorted as needed to facilitate viewing and management of expenses.
- All expenditures are committed and then tagged with a drawdown ID for reimbursement from the federal grantor

Grant Expenditures (Create) - GEM.

Grant Expenditures (Create) - GEM.												
Overview Expenditure Expenditure Mapping Payroll Mapping Validation												
ALN * 10.170 - In Vitro Dev of Clean Planting Stock Job Number Year * 2024												
	<input type="checkbox"/>	Transaction Type	Grant ID - Description	PO# / Job# / EE#	Federal Object ...	Vendor	Total PO Amount	GL Account	Job Number	Period	Allocated \$	GFMIS Payment#
1	<input type="checkbox"/>	PO - PurchaseOrder	AM22SCBPGU1149-00-INTRO OF BLACK PEPPER STOCK	Non Labor C240600060-University Of G	0 - None	V0001863 - University Of Guam - ...	\$238,188	6280001-101-22-1630106 - SUB-RECIPIENT	1630106	July	\$238,188	
2	<input type="checkbox"/>	PO - PurchaseOrder	AM180100XXXXG048-SEED DISTR SYS-EGGPLNTS/PEPPRS	Non Labor C200600820-University Of G	0 - None	V0001863 - University Of Guam - ...	\$39	6280001-101-18-1630116 - SUB-RECIPIENT	1630116	July	\$39	
3	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	October		
4	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	October		
5	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	October		
6	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	October		
7	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	November		
8	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	November		
9	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	November		
10	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	November		
11	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	December		
12	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -REGULAR SALARY-1630105	0 - None	V0001802 - Tsang Brothers Corp	\$1,000	6111001-101-21-1630105 - REGULAR SALA	1630105	December		
13	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	December		
14	<input type="checkbox"/>	PR - Payroll	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	Labor -FRINGE-1630105	0 - None			6113001-101-21-1630105 - FRINGE	1630105	December		
15	<input type="checkbox"/>	PR - Payroll	AM200100XXXXG039-RECOVERY PROD DISTRB ROOT CROP	Labor -REGULAR SALARY-1631116	0 - None	V0003653 - ACC Air	\$825	6111001-101-20-1631116 - REGULAR SALA	1631116	February		
16	<input type="checkbox"/>	PR - Payroll	AM200100XXXXG039-RECOVERY PROD DISTRB ROOT CROP	Labor -REGULAR SALARY-1631116	0 - None	V0003653 - ACC Air	\$825	6111001-101-20-1631116 - REGULAR SALA	1631116	February		

Grant Expenditures – Non Labor Mapping



- Expenditures are mapped from local GL account codes to federal object codes where future expenses are automatically mapped
- New mappings are created in this table
- Flat amount and percentages of the cost can be allocated to a grant.

Grant Expenditures (Create) - GEM.

Grant Expenditures (Create) - GEM.																			
Overview Expenditure Expenditure Mapping Payroll Mapping Log Validation																			
ALN		10.561 - State Administrative Matching Grant for Food Stamp Program				Year		2024		Demo <input type="checkbox"/>		Created by		Kenny Lew		Approved by		Kenny Lew	
	<input type="checkbox"/>	*	Grant Start Date	Grant End Date	Purchase Order / Asset # *	Total PO Amount	% Allocation	Allocated	Vendor	Federal Agency	Federal Object Code	GL Account *							
1	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023	12/31/2023	P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	0 - None	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
2	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023	12/31/2023	P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	233 - Indirect Charges	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
3	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023	12/31/2023	C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	0 - None	6230001-101-23-1760111 - CONTRACT							
4	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023	12/31/2023	C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	231 - Contractual	6230001-101-23-1760111 - CONTRACT							
5	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	0 - None	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
6	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	233 - Indirect Charges	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
7	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	0 - None	6230001-101-23-1760111 - CONTRACT							
8	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	231 - Contractual	6230001-101-23-1760111 - CONTRACT							
9	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	0 - None	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
10	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	233 - Indirect Charges	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
11	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	0 - None	6230001-101-23-1760111 - CONTRACT							
12	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	231 - Contractual	6230001-101-23-1760111 - CONTRACT							
13	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	0 - None	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
14	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		P236A04943	\$2,275	100	\$2,275	V0000722 - Teleguam Holdings LLC DBA GTA	U.S. Department of Agriculture	233 - Indirect Charges	6701001-101-23-2415101 - INDIRECT COST - FEDERAL							
15	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	0 - None	6230001-101-23-1760111 - CONTRACT							
16	<input type="checkbox"/>	Grant for Food Stamp ...	1/1/2023		C170600977	\$29,957	100	\$29,957	V0005225 - Fidelity Information Svcs Llc	U.S. Department of Agriculture	231 - Contractual	6230001-101-23-1760111 - CONTRACT							

- A valid mapping is a PO number and a valid GL Account code. This information will ensure that any future costs with PO/GL account combination is accumulated in the budget module

Grant Expenditures – Labor Mapping



- Labor expense are mapped in a similar way as non-labor except, we specify either the job code or the employee number to map.
- Payroll is processed and will generate a labor cost to which we can map to a grant. Similar to non-labor, you can specify a percentage of the labor cost or a flat amount.

Grant Expenditures (Create) - GEM.

Overview | Expenditure | Expenditure Mapping | **Payroll Mapping** | Log | Validation

ALN: 10.561 - State Administrative Matching Grant for Food Stamp Program | Year: 2024 | Demo: | Created by: Kenny Lew | Approved by: Kenny Lew

ID	Dirty	Duplicate	Current	Transaction Type *	Effective Date *	Term. Date	Grant *	Grant Start Date	Grant End Date	Employee ID	Employee Name	Federal Object Code	GL Account *	Annual
1	No	No		EMP - Employee	1/1/2023	12/31/2023	State Administrative Matching Grant for Food Stamp ...	1/1/2023	12/31/2023	161	Mitchell C Johnson	110 - Personnel	6111001-100-05-0904001 - REGULAR SALARY	

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Grant Modifications



Types of Modifications



- Modifications to grants are documented in the grants modification module. Once documented different areas of the grant module are changed to reflect the changed information such as data, award amount, match %, etc.
- The Budget module is also updated to ensure information is synchronized between the Budgets and Grants Module.

Change Type	Change Description	Proposed Use Case – GRANT Module
Extension	Extension to the period of performance	<ul style="list-style-type: none"> - Grant modification record is established to document change - Grants award record is updated with new period of performance, along with <u>a creating</u> a grant change record documenting and capturing supporting <u>document</u>. - Grant modification record is set from draft to approved.
Budget Modification (transfer among object codes)	Budget modification (transfer among object code) —	<ul style="list-style-type: none"> - Grant modification record is established to document change - In the Budgets <u>module</u> record the modification in the budget details by allocating the transferred amount across Federal object codes. In the modification <u>column</u> use positive and negative numbers to adjust the balances that meet your requirements. Notice Total budget award is NOT changed in the Grant Detail <u>record</u> and the Total budget amount remains the same. - Grant modification record is set from draft to approved.



Types of Modifications



Budget Modification (supplemental award)	Budget modification (supplemental award)	<ul style="list-style-type: none"> - Grant modification record is established to document change - An increase to the total fund for the grant is <u>received</u> and grant detail record is updated using the supplemental amount. The supplemental amount is also allocated across one or more award or potentially adding a new award code - Budget established for the impacted awards are also adjusted - Grant modification record is set from draft to approved.
		-
Special Award	Special award	<ul style="list-style-type: none"> - Grant change record is established to document change - An award is provided to the agency that is realized once the agency reaches a target or goal. - Once <u>award</u> is realized, the Budget module is changed to reflect the additional funding. - Note that grant <u>detail</u> and grant <u>award is</u> not altered. - Grant modification record is set from draft to approved
Key Personnel Change	Key personnel change.	<ul style="list-style-type: none"> - Grant modification record is established to document change - Staff members using grant funding are established in the grant payroll mapping table. A change is recorded in this form.
Match % Change	Match % change	<ul style="list-style-type: none"> - Grant modification record is established to document change - Match % is changed at the grant award table level. - Grant modification record is set from draft to approved

Types of Modifications

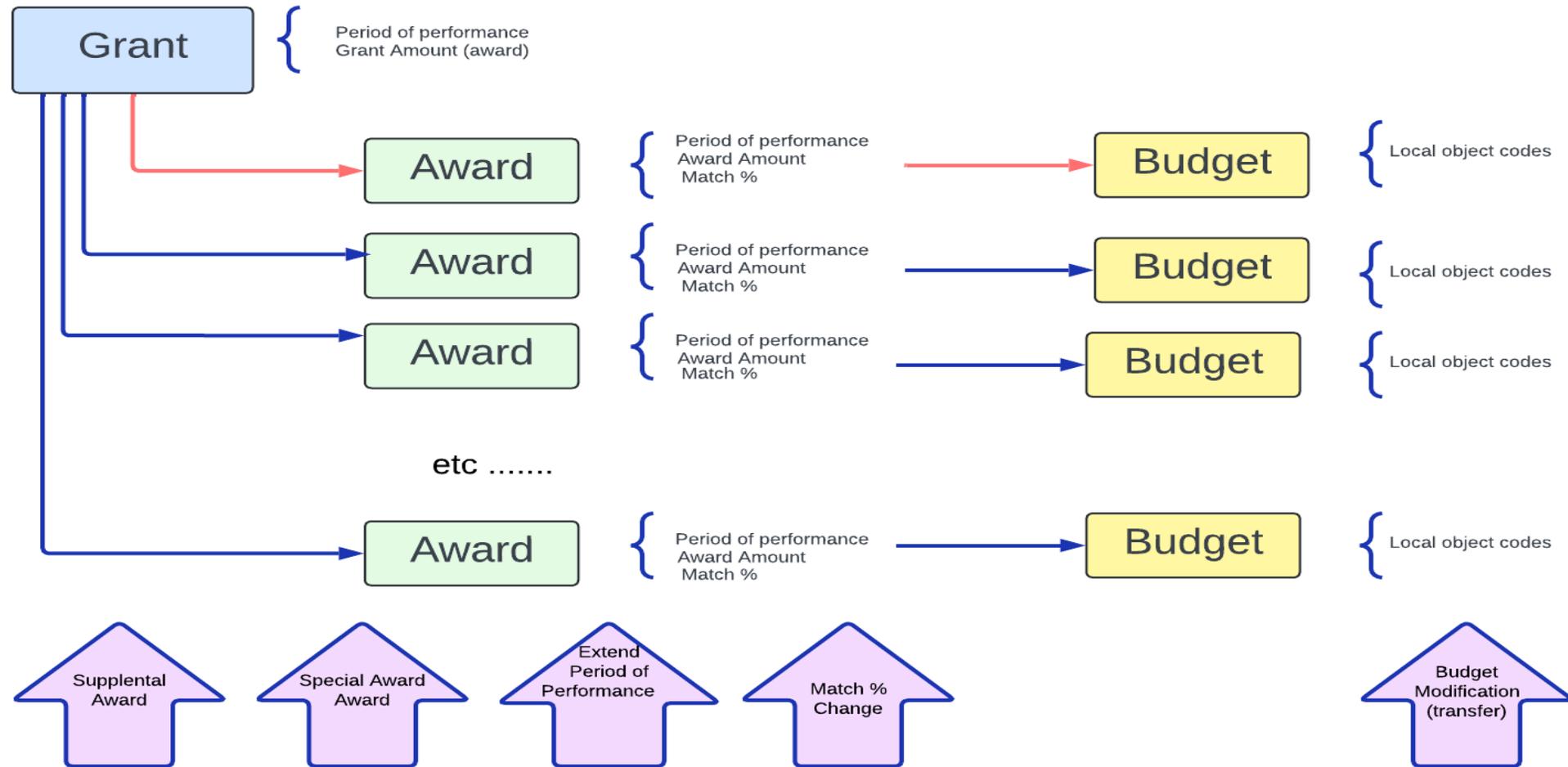


NEW Grant	New grants <u>is</u> awarded to an agency	<ul style="list-style-type: none">- Grant is added to the system and the status is set to “<u>awaiting-award</u>” or “approved” and grant awards are completed. Once awards have been completed the grant record is set to “active”. <u>Note</u> that grant can reside in the Grants <u>module in awaiting award, and</u> awarded. Grants become active when the status is set to “Active”
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Grant Modifications Automated Integration with Budgets



- Draft the change modification record
- Identify the data and the form that requires changes
- Complete the data change
- "Approve" the change modification



Grant Modifications

Budget Modifications



Establishing and Managing Budgets

Budget Management

Overview And Budget Selection

- Establish budgets based on Federal Object codes mapped to local accounting codes for compliance.
- Draft, approve, and monitor budgets
- Automated balance updates to ensure expenditures do not exceed budget as well as ensure that all budgets are exhausted
- Budgets outside of the federal object codes can be supported in a future release.

Grant Budget (Create) - GB.2852

Grant Budget (Create) - GB.2852								
Overview		Grant Awards	Budget Details	Validation				
Grant ID		21SCBPGU1088-00						
Grant								
	<input type="checkbox"/>	Award #	Year	Grant Name	Description	Amount *	Start Date	End Date
1	<input type="checkbox"/>	101-21-1630105 - FARMER SUPPRT	2021	21SCBPGU1088-00-FARMER SUPPRT/FA	21SCBPGU10...	\$326,712	9/30/2021	9/29/2025
2	<input type="checkbox"/>	101-21-999999 - Farmer Support fc	2025	21SCBPGU1088-00-FARMER SUPPRT/FA	21SCBPGU10...	\$100,000	9/30/2021	9/29/2025
3	<input type="checkbox"/>	101-21-9999999 - Farmer Fence su	2024	21SCBPGU1088-00-FARMER SUPPRT/FA	21SCBPGU10...	\$100,000	9/30/2021	9/29/2025

Grant Budget (Create) - GB.

Grant Budget (Create) - GB.									
Overview		Grant Awards	Budget Details	Validation					
Grant Budget									
Grant ID	21SCBPGU1088-00	Guam Organization	16 - Department of Agriculture	Work Flow Status	Draft				
ALN	10.170 - In Vitro Dev of Clean Planting Stock	Division	1630 - ANIMAL & PLANT INDUSTRY DIVIS	Fiscal Year	2024				
Award #	101-21-999999 - Farmer Support for Fencing	Award Year	Origin Year	Modified	3/8/2025 1:25 AM				
Cluster	Agriculture	Year	2025	Modified By	Kenny Lew				
Document Number									
Award Year Amount	\$100,000	Match	25%	Federal Award Amount	\$75,000	Recipient Award Share	\$25,000		
Budget Details									
Budget Details									
	<input type="checkbox"/>	Account Code	Federal Current Maximum	Federal Modification	Federal Revised Total	Local Fund Expended	Federal Fund Expended	Federal Fund Availability	
1	<input type="checkbox"/>	5931001-101-00 - ADJUST PRIOR ...	\$30,000		\$30,000				
2	<input type="checkbox"/>	5911001-648-00 - TRANSFERS IN F...	\$10,000		\$10,000				
3	<input type="checkbox"/>	5911001-310-00 - WORKER S CO...	\$35,000		\$35,000				
+ x p s [Icons] Page 1 of 1 View 1 - 3 of 3									
Federal Current Maximum Total		Federal Modification Total		Federal Revised Total		Local Fund Expended Total		Federal Fund Expended Total	
\$75,000		\$0		\$75,000		\$0		\$0	

Budget Management (Continued)



Budget Details Tab

- Data fields to define budget
- Automated calculations to monitor budgets against total award amounts.

Grant Budget (Create) - GB.

Overview Grant Awards **Budget Details** Validation

Grant Budget

Grant ID: 21SCBPGU1088-00
 ALN: 10.170 - In Vitro Dev of Clean Planting Stock
 Award #: 101-21-999999 - Farmer Support for Fencing
 Cluster: Agriculture
 Document Number:

Guam Organization: 16 - Department of Agriculture
 Division: 1630 - ANIMAL & PLANT INDUSTRY DIVIS
 Award Year: Origin Year
 Year: 2025
 Work Flow Status: Draft
 Fiscal Year: 2024
 Modified: 3/8/2025 1:25 AM
 Modified By: Kenny Lew

Award Year Amount: \$100,000 Match: 25% Federal Award Amount: \$75,000 Recipient Award Share: \$25,000

Budget Details

	<input type="checkbox"/>	Account Code	Federal Current Maximum	Federal Modification	Federal Revised Total	Local Fund Expended	Federal Fund Expended	Federal Fund Availability	Budget Notes
1	<input type="checkbox"/>	5931001-101-00 - ADJUST PRIOR ...	\$30,000		\$30,000				
2	<input type="checkbox"/>	5911001-648-00 - TRANSFERS IN F...	\$10,000		\$10,000				
3	<input type="checkbox"/>	5911001-310-00 - WORKER S CO...	\$35,000		\$35,000				

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Federal Current Maximum Total	Federal Modification Total	Federal Revised Total	Local Fund Expended Total	Federal Fund Expended Total	Federal Fund Availability Total
\$75,000	\$0	\$75,000	\$0	\$0	\$0

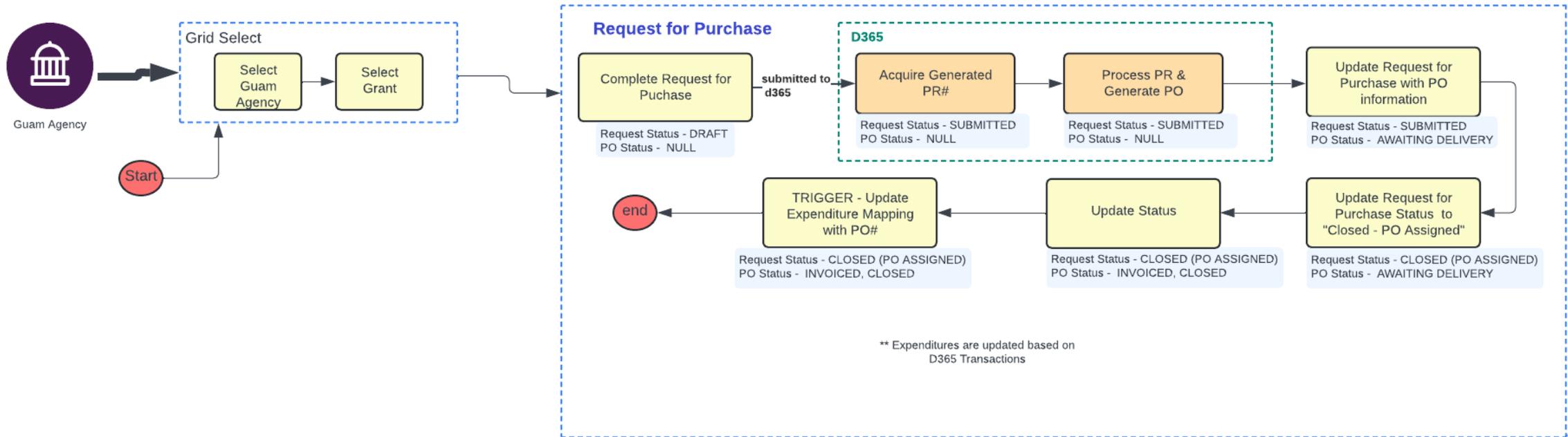


Initiating a Purchase using Grants Funds



Request for Purchase to Purchase Requisition to Purchase Order

Grant Request for Purchase Storyboard





Purchase Requisition Management

- Initiate request to purchase using grant funds
- Integrates to Dynamics 365 (purchasing system) to process purchase request and purchase orders.
- Allows Guam agency to initiate purchase requisitions without direct access to financial system
- GL account codes for each line item should be located in your Budget module.

Purchase Requisition Management (Create) - PRM.

Overview **Grants** Purchase Requisitions Validation

Grant ID: 21SCBPGU1088-00 Created By: Kenny Lew ApprovedBy: Kenny Lew

Grants															
	<input type="checkbox"/>	Grant Name	Award #	Award Year Amount	Award Year	Start Date	End Date	Match Pe...	Federal Awar...	Award Reci...	Grant Awar...	Cluster	Purchase Requisi...	Purchase Requisi...	PR Date
1	<input type="checkbox"/>	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	101-21-1630105 - FARMER SUPPRT/FAR	\$326,711.78		9/30/2021	9/30/2021	0%	\$0.00	\$326,711.78		Agriculture	<input type="checkbox"/>	43 New Laptops	3/7/2025
2	<input type="checkbox"/>	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	101-21-1630105 - FARMER SUPPRT/FAR	\$326,711.78		9/30/2021	9/30/2021	0%	\$0.00	\$326,711.78		Agriculture	<input type="checkbox"/>		
3	<input type="checkbox"/>	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	101-21-999999 - Farmer Support for Fer	\$100,000.00		9/30/2024	9/29/2025	25%	\$75,000.00	\$25,000.00		Agriculture	<input type="checkbox"/>		
4	<input type="checkbox"/>	21SCBPGU1088-00-FARMER SUPPRT/FARMER INITIATVE	101-21-9999999 - Farmer Fence suppor	\$100,000.00		9/30/2024	9/30/2024	25%	\$25,000.00	\$75,000.00		Agriculture	<input type="checkbox"/>		

Purchase Requisition Management Detail



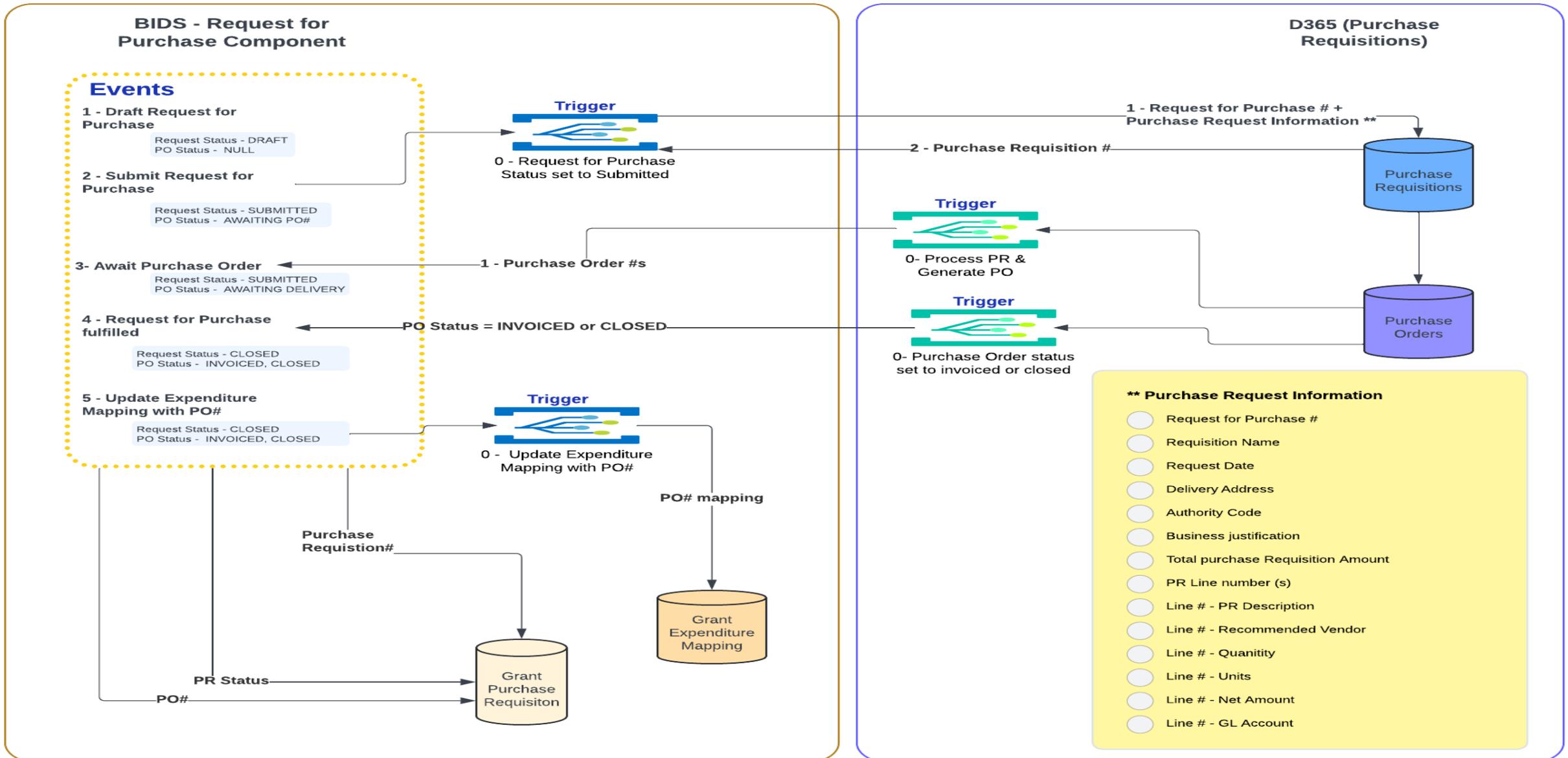
Overview Grants **Purchase Requisitions** Documents Validation

Request for Purchase	<input type="text" value="00004"/>	Grant Name	<input type="text" value="21SCBPGU1088-00-FARMER SUPPRT/FARM"/>	Request Date	<input type="text" value="3/7/2025"/>	Request Status	<input type="text" value="Submitted (365)"/>
PR Number	<input type="text"/>	Award #	<input type="text" value="101-21-1630105 - FARMER SUPPRT/FARMEI"/>	Grant Start Date	<input type="text" value="9/30/2021"/>	PO Status	<input type="text" value="Awaiting PO"/>
PO Number	<input type="text"/>	Requisition Name	<input type="text" value="New Laptops"/>	Grant End Date	<input type="text" value="9/29/2025"/>	PR Status	<input type="text"/>
PO Date	<input type="text"/>	Supporting Documents	<input type="text" value="+ Upload File"/> <i>No Files Uploaded</i>	Modified	<input type="text" value="3/8/2025"/>	Created	<input type="text" value="3/8/2025"/>
Authority Code	<input type="text"/>			Modified By	<input type="text" value="Kenny Lew"/>	Created By	<input type="text" value="Kenny Lew"/>

Total PR Amount	<input type="text" value="\$7,200"/>	Address Line 1	<input type="text" value="100 Main Street"/>	Attention To:	<input type="text"/>
Business Justification	<input type="text" value="Need new laptops for new project team"/>	Address Line 2	<input type="text" value="222"/>		
		City	<input type="text" value="Bethesda"/>	State	<input type="text" value="MD"/>
		Zip Code	<input type="text" value="20852"/>		

Requisitions														
	<input type="checkbox"/>	Line Number	Description	Procurement Cat...	Vendor	PO Number	Quantity	Unit Price	Units	Net Amount	GL Account	Target Delivery	Delivery Date	Line Item Update...
1	<input type="checkbox"/>	1	laptop	EQUIPMENT	apple		3	\$2,400	Quantity	\$7,200		3/28/2025		

Grants Module and Dynamics 365





Purchase Requisition Management (continued)

Purchase Requisition Details

- Agency can specify purchase needs including line items, quantity, and suggested vendors
- Monitor the status of purchase requisition and purchase orders as well as invoice status

Purchase Requisition Management (Create) - PRM.

Overview | Grants | **Purchase Requisitions** | Validation

Request for Purchase	00013	Grant Name	Plant and Animal Disease, Pest Control, and A	Request Date	10/16/2024	Request Status	Draft
PR Number	PR00000013	Requisition Name	Furniture for the office	Grant Start Date	1/1/2023	PO Status	Awaiting Delivery
PO Number		Supporting Documents	+ Upload File No Files Uploaded	Grant End Date	12/31/2026	PR Status	
PO Date		Modified	11/3/2024	Created	11/3/2024	Created By	Kenny Lew
Authority Code		Modified By	Kenny Lew	Created	11/3/2024	Created By	Kenny Lew
Total PR Amount	\$1,150	Address Line 1	100 Main Street	Attention To:	Kenny Lew		
Business Justification	Need to furnish new office	Address Line 2	Unit 101	City	Bethesda	State	MD
		Zip Code	20852				

Requisitions														
	<input type="checkbox"/>	Line Number	Description	Procurement Cat...	Vendor	PO Number	Quantity	Unit Price	Units	Net Amount	GL Account	Target Delivery	Delivery Date	Line Item Update...
1	<input type="checkbox"/>	1	Desk	EQUIPMENT	Office R US		1	\$500		\$500				
2	<input type="checkbox"/>	2	Chairs	EQUIPMENT	Office R US		4	\$100		\$400				
3	<input type="checkbox"/>	3	Light Fixtures	EQUIPMENT	Office R US		10	\$25		\$250				

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Managing Drawdowns

Grant Drawdown – Tagging Expenditures



- Grant Expenditure items are tagged with a drawdown ID that has already been established
- Tags are used to group expenditures to a drawdown, which will later be submitted to the Federal Grantor for reimbursement
- When expenditures are "Submitted" through the workflow the drawdown tags are accumulated and updated to the appropriate drawdown record.

Grant Expenditures (Create) - GEM.

Overview Expenditure Expenditure Mapping Payroll Mapping Validation												
ALN		10.025 - Plant and Animal Disease Pest Control and Animal Care			Job Number		Year 2023		Created by Kenny Lew		Approved by Kenny Lew	
		Document Number	PO# / Job# / EE#	Federal Object Code	Vendor	GL Account	Job Number	Period	Allocated \$	Drawdown ID	Note	
1	<input type="checkbox"/>		Non Labor P236A02775-COST U LESS	0 - None	V0000434 - COST U LESS	6240001-101-22-3232101 - SUPPLIES	3232101	July	629	plant-animal-orgin-01 (Approved)	Invoice #37449808	
2	<input type="checkbox"/>		Non Labor P236A02775-COST U LESS	0 - None	V0000434 - COST U LESS	6240001-101-22-3232101 - SUPPLIES	3232101	July	370	plant-animal-orgin-01 (Approved)	Invoice #805071218	
3	<input type="checkbox"/>		Non Labor P236A02350-COST U LESS	0 - None	V0000434 - COST U LESS	6240001-101-22-3232101 - SUPPLIES	3232101	February	999	plant-animal-orgin-01 (Approved)	Invoice #44709937	
4	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	99		Invoice #334261	
5	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	83		Invoice #334259	
6	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	92		Invoice #334260	
7	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	92		Invoice #334262	
8	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	25		Invoice #335172	
9	<input type="checkbox"/>		Non Labor P236A03504-ERC Maintenanc	0 - None	V0000557 - ERC Maintenance-Tamuning	6230001-101-22-3232101 - CONTRACT	3232101	June	55		Invoice #334075	
10	<input type="checkbox"/>		Non Labor P236A03136-Jack Peters & C	0 - None	V0000888 - Jack Peters & Company	6230001-101-22-3232101 - CONTRACT	3232101	June	100		Invoice #49467	
11	<input type="checkbox"/>		Non Labor P236A03136-Jack Peters & C	0 - None	V0000888 - Jack Peters & Company	6230001-101-22-3232101 - CONTRACT	3232101	June	59		Invoice #49465	
12	<input type="checkbox"/>		Non Labor P236A03136-Jack Peters & C	0 - None	V0000888 - Jack Peters & Company	6230001-101-22-3232101 - CONTRACT	3232101	June	160		Invoice #49475	
13	<input type="checkbox"/>		Non Labor P236A03136-Jack Peters & C	0 - None	V0000888 - Jack Peters & Company	6230001-101-22-3232101 - CONTRACT	3232101	June	250		Invoice #49461	
14	<input type="checkbox"/>		Non Labor P236A03260-National Office	0 - None	V0001244 - National Office Supply - Division of Good...	6240001-101-22-3232101 - SUPPLIES	3232101	June	451		Invoice #5-221486	
15	<input type="checkbox"/>		Non Labor P236A02351-Super Happy M	110 - Personnel	V0001272 - Super Happy Mart	6240001-101-22-3232101 - SUPPLIES	3232101	February	1,000	plant-animal-orgin-01 (Approved)	Invoice #1016005	
16	<input type="checkbox"/>		Non Labor P236A02349-PAYLESS SUPER	110 - Personnel	V0001444 - PAYLESS SUPERMARKETS INC	6240001-101-22-3232101 - SUPPLIES	3232101	February	998		Invoice #157857	
17	<input type="checkbox"/>		Non Labor P236A02776-Once One	110 - Personnel	V0001301 - Once One	6240001-101-22-3232101 - SUPPLIES	3232101	March	333		Invoice #7326	



Grant Drawdown

Grant Drawdown (Create) - GD.

Overview **Award** Grant Drawdown Drawdown Balances Bank Reconcile Documents Validation

Grant ID Total Award Amount Total Drawdown Balance

Award										
	<input type="checkbox"/>	Award ID	Description	Year	Begin Date	End Date	Award Year Amount	Match %	Federal Award Amount	
1	<input type="checkbox"/>	101-21-1723104	MEDICAID PAYMENT III	2020	10/1/2020	9/30/2023	\$12,155,506	10.80%	\$1,312,795	
2	<input type="checkbox"/>	101-21-1723102	MEDICAID - PAYMENTS	2020	10/1/2020	9/30/2023	\$53,512,952	10.80%	\$5,779,399	

- Drawdowns are established by grant award
 - o First locate grant
 - o Locate the award year
 - o Create a drawdown
- Manages drawdowns or reimbursement requests to federal funders
- Monitor balances for committed funds, reconciled funds, & funds awaiting payment
- Grant Drawdown management can be adjusted to allow different roles to submit versus approve drawdowns

Grant Drawdown (continued)

- Provides a facility for DOA to submit reimbursement requests to federal grantors.
 - o Tag expenditures as they are incurred
 - o Untagged expenditures are highlighted
- Monitor balances to ensure we drawdown all funds available.

Drawdown Status

1-Draft	• DOA or Guam agency is assigning expenditures to the drawdown, but is not complete
2-Submitted	• DOA or Guam Agency submits drawdown requests and identified expenditures for drawdown. Calculate total drawdown in this state.
3-Under Review	• DOA assigned to review drawdown
4-Approved	• Completed the request for funds and awaiting funds
5-(Pre)Reconciled	• Funds received in bank account and reconciled in the drawdown table
6-Reconciled	• User reconciles pre-reconciled items or manually reconciles when necessary
7-Rejected	• Drawdowns can be rejected by Federal Grantor and potentially restructured or re-completed.

Grant Drawdown (Create) - GD.

Overview | Award | **Grant Drawdown** | Drawdown Balances | Bank Reconcile | Documents | Validation

Grant ID: 2105GQTMAP Total Award Amount: \$65,668,459 | Total Drawdown Balance: \$67,970,219

Award ID: 101-21-1723104 - ↑ | Award Desc.: MEDICAID PAYMENT III | Drawdown Request: [+ Upload File](#)
No Files Uploaded

Award Year Amount: \$12,155,506
Federal Award Amount: \$1,312,795

Drawdown							
	<input type="checkbox"/>	Drawdown Title	Drawdown #	Drawdown Status	Total Drawdown	Total Recoupment	Approval Date
1	<input type="checkbox"/>	FGIA-TCode101-5101B211723MA104		Adjustment	\$12,155,506.32		
2	<input type="checkbox"/>	FGIA-TCode104-5101B211723MA104		Reconciled	\$743,785.25		

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Grant Drawdown - Balances

- Balances are automatically calculated based on
 - o drawdowns and their statuses
 - o Expenditures that have been associated with drawdowns
 - o Drawdowns that have been reconciled
 - o Balances can be adjusted upward or downward using a drawdown balance "Adjustment" field.
 - Manual adjustments can be made to carry over from previous years.
- Balances are managed at the grant and award level
- Balances are updated when tagged Grant Expenditures are submitted via workflow

Grant Drawdown (Create) - GD.

Overview | Award | Grant Drawdown | **Drawdown Balances** | Bank Reconcile | Documents | Validation

Grant ID: 2105GQTMAP Total Award Amount: \$65,668,459 Total Drawdown Balance: \$67,970,219

Award ID: 101-21-1723104 - Award Desc. MEDICAID PAYMENT III

Award Year Amount: \$12,155,506

Federal Award Amount: \$1,312,795

DrawdownBalance								
	Federal Award Year Total	Spent (Committed)	Adjustment	Drawdowns	Pending Draw	Reconciled	Funds Awaiting Deposit	Balance
1	\$1,312,794.68		\$12,155,506.32	\$12,899,291.57		\$743,785.25	\$12,155,506.32	-\$11,586,496.89

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Grant Drawdown - Examples



Grant Drawdown

Overview | Award

Grant ID:

Award ID:

Award Year:

Award Year Amount:

Federal Award Amount:

Drawdown	ID	Status	Amount	Date	Notes
1	<input type="checkbox"/>				
2	<input type="checkbox"/>				
3	<input type="checkbox"/>				
4	<input type="checkbox"/>	Draft	\$10,000	\$0 8/1/2024	No
5	<input type="checkbox"/>	Adjustment	\$2,700	\$0 8/1/2024	No

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Drawdown Status

- 1-Draft**
 - DOA or Guam agency is assigning expenditures to the drawdown, but is not complete
- 2-Submitted**
 - DOA or Guam Agency submits drawdown requests and identified expenditures for drawdown. Calculate total drawdown in this state.
- 3-Under Review**
 - DOA assigned to review drawdown
- 4-Approved**
 - Completed the request for funds and awaiting funds
- 5-(Pre)Reconciled**
 - Funds received in bank account and reconciled in the drawdown table
- 6-Reconciled**
 - User reconciles pre-reconciled items or manually reconciles when necessary
- 7-Rejected**
 - Drawdowns can be rejected by Federal Grantor and potentially restructured or re-completed.

- Federal Award Year total – total federal award
- Spent (Committed) - all expenses committed except for "Draft" (grant expenditures)
- Adjustment – used to manually adjust balances. Can be used between fiscal years with carryover
- Drawdowns – total of all drawdowns including adjustment
- Pending Draw – (spent (committed) + adjustment) less drawdowns
- Reconciled Total – total of all drawdowns in "Reconciled" status
- Funds Awaiting Deposit – total drawdowns less "Reconciled"
- Balance – Total Federal award less the total drawdowns

Grant Drawdown

Overview | Award | Grant Drawdown | **Drawdown Balances** | Log | Validation

Grant ID: Demo

Award ID:

Award Year:

Award Year Amount:

Federal Award Amount:

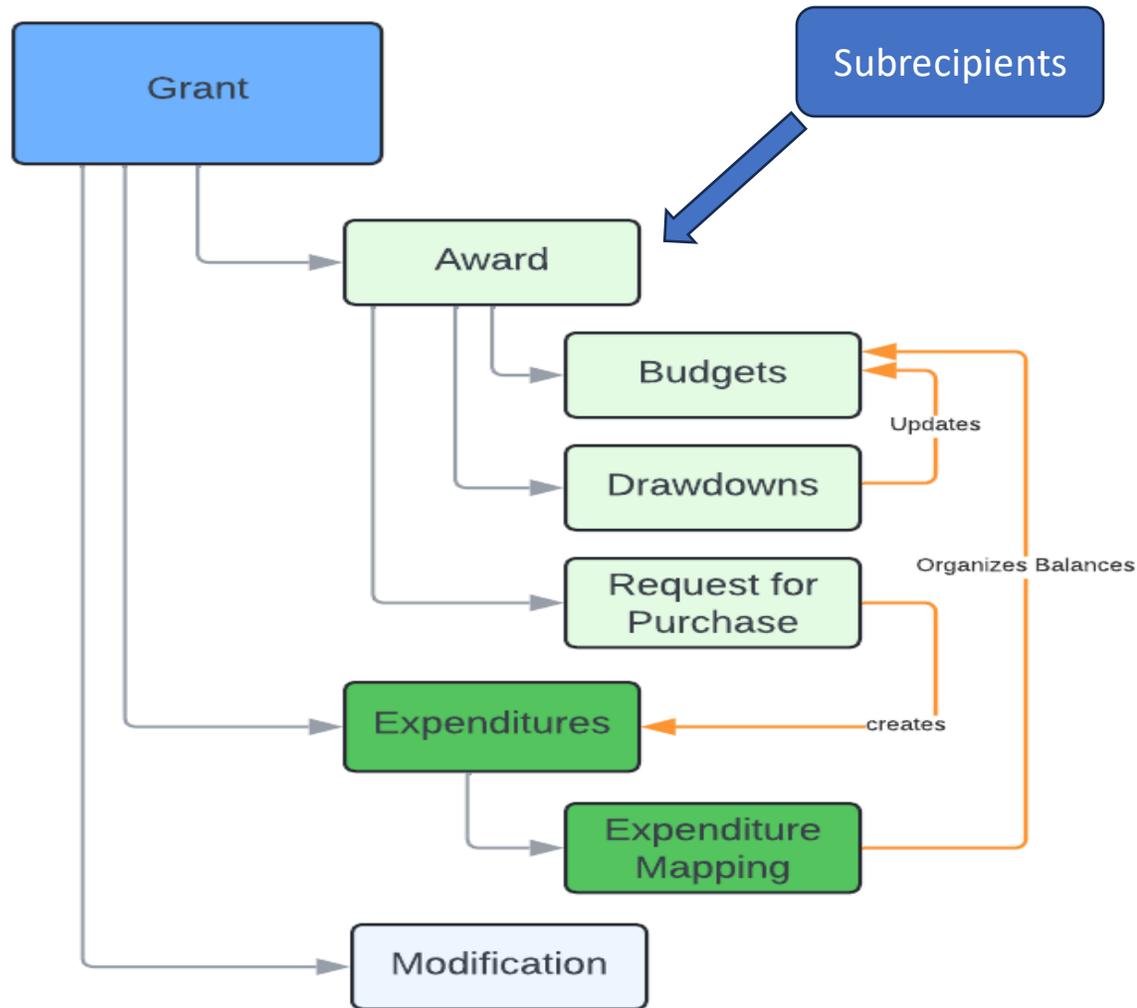
DrawdownBalance	Federal Award Year Total	Spent (Committed)	Adjustment	Drawdowns	Reconciled Total	Funds Awaiting Deposit	Balance	Reconciled
1	\$37,500	\$10,000	\$2,700	\$22,700	\$8,000	\$3,700	\$14,800	\$29,500

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Subrecipient Management

Grants Module & Subrecipients

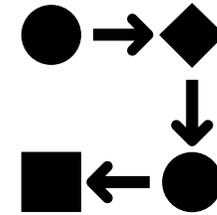


- Components support data needs in each area
- Components are interrelated and drive the business process for key areas in the grant lifecycle

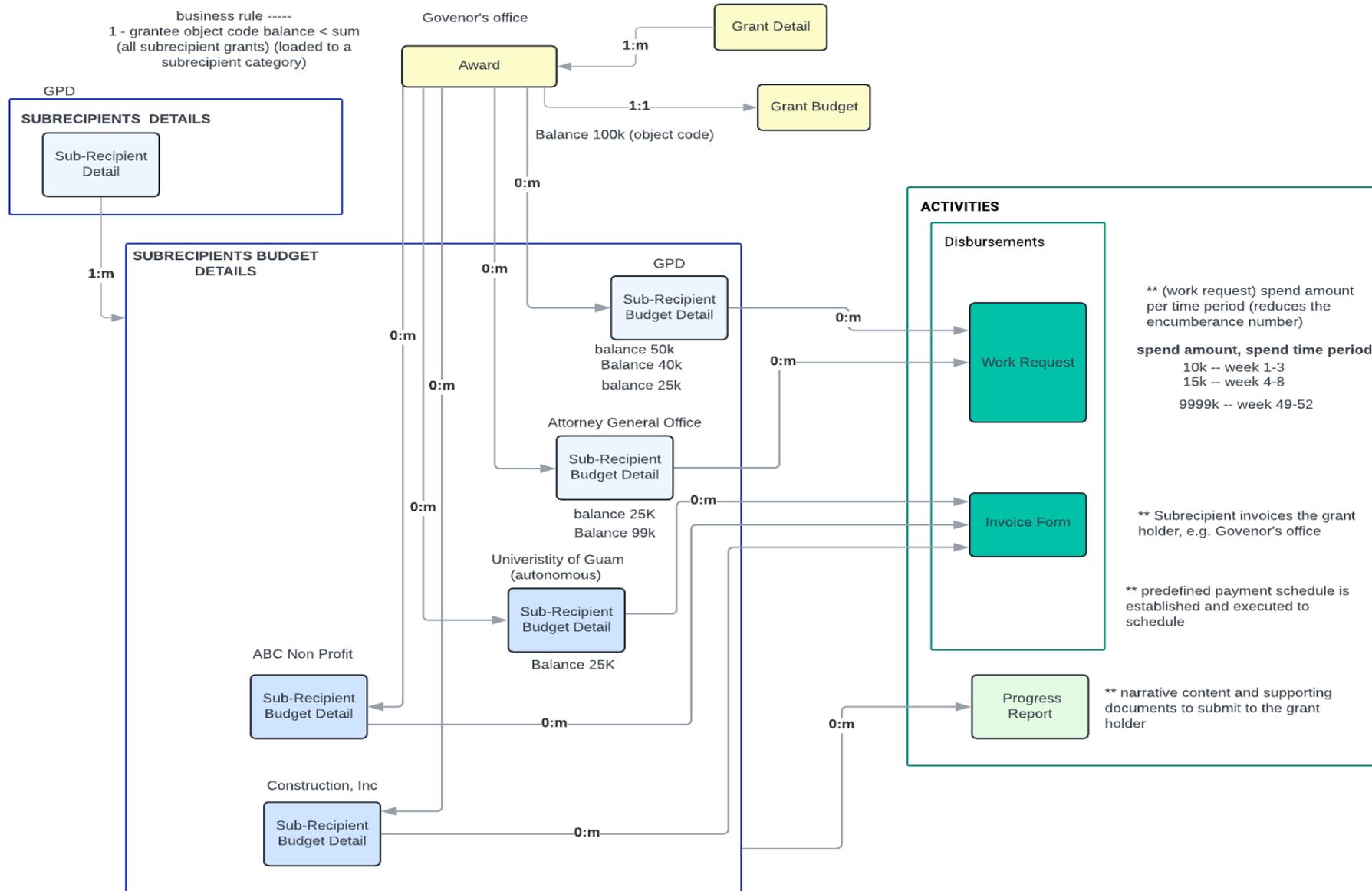
Use Cases for Subrecipient Module



- Guam Agency Responsibilities
 - Adding and modifying Subrecipients Information
 - Associating Subrecipients with Grant Awards
 - Establishing Subrecipient Budgets
- Subrecipient Responsibilities
 - Creating invoices for **Non profits and commercial organizations**
 - Report on expenses for **Guam Agenciestsc** (Work Requests)



Key Components for Subrecipient Module



- Subrecipient management extends the Grants Management modules (highlighted in yellow)
- Subrecipient details and the subrecipient budgets associated with awards
- Subrecipient activities include invoices from subrecipients, work requests to Guam Agencies, and Progress reports

Managing Subrecipients



Subrecipient Grant Management (Create) - SG.

Change status to Active once Subrecipient data is validated

Overview | Subrecipient | **Subrecipient Details** | SubRecipient Budget Details | Documents | Validation

Subrecipient Name: Social Ledger Foundat UEI #: Encumbrance #: Disbursement Method: Invoice

Created by: Modified By: Kenny Lew Modified Timestamp: 6/9/2025 8:25 AM Status: Draft

Program Contact: Kenny Lew Program Phone: 222-222-2222 Program Email: kenny@gmail.com

Financial Contact: Claudia Andahl Financial Phone: 323-222-2222 Financial Email: claudia@gmail.com

Subrecipient details are captured in this tab

Subrecipient budgets are captured for each award

Payment Address ACH Information

Name: Andrea Accountant Organization: Social Ledger Foundation Bank Name:

Address: 100 Main Street Bank Account Number:

City: Hagåtña State: GU ZipCode: 20000 Bank Routing Number:

Contact Email: andrea@gmail.com Contact Phone: 222-222-3333

Associated Awards

	<input type="checkbox"/>	Award ID	Contract #	Status	Start Date	End Date	Total Subrecipient Grants Funded	Modified Timestamp
1	<input type="checkbox"/>	101-22-1612104 - COOPERATIVE FIRE PROTECTION	new-contract-001-SL	Draft	6/8/2025	12/31/2025	\$50,000.00	6/9/2025 8:25 AM
2	<input type="checkbox"/>	101-22-1612101 - COOP FIRE PROG FIRE ASSIST	new-contract-002-SL	Draft	6/8/2025	12/31/2025	\$10,000.00	6/9/2025 8:25 AM

Subrecipient is associated with 2 awards where each occurrence is defined by a subrecipient budget

Managing Subrecipients Budgets (Awards)



Subrecipient Grant Management (Create) - SG.657

Status is updated on the grid. Change to Active once budget is completed

Actual expenses is updated when invoice or work request is approved or paid

Overview | Subrecipient | Subrecipient Details | **SubRecipient Budget Details** | Documents | Validation

Subrecipient Name: Social Ledger Foundat Status: **Draft** Modified Timestamp: 6/9/2025 8:10 AM Contractual Agreement: [+ Upload File](#)
Award ID: 101-22-1612104 - COOPERATIVE FIRE PROTECTION Contract #: new-contract-001-SL No Files Uploaded

Total Subrecipient Grants Funded: \$50,000.00 Period of Performance: 6/8/2025 to 12/31/2025 Funds Available: \$50,000

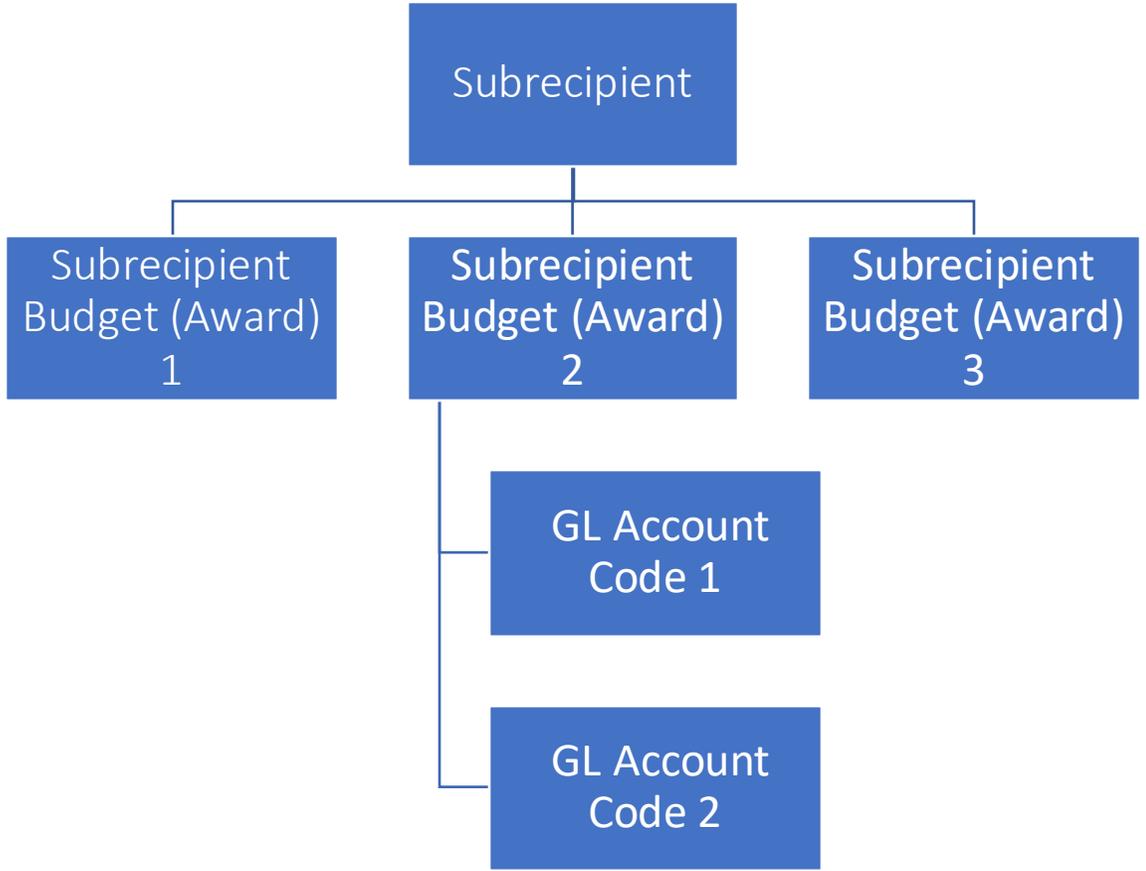
Subrecipient is allocated a portion or all of the award and then a budget is based on that amount

	<input type="checkbox"/>	Main Account Code	GL Account Code	Budget Code	Current Maximum	Modification	Revised Total	Actual Expense	Balance	Note
1	<input type="checkbox"/>	6111001 - REGULAR SALARY		Personnel	\$30,000.00		\$30,000.00	\$0.00	\$30,000.00	we will utilize 4 staff memb
2	<input type="checkbox"/>	6240001 - SUPPLIES			\$10,000.00		\$10,000.00	\$0.00	\$10,000.00	
3	<input type="checkbox"/>	6220001 - TRAVEL		Travel	\$10,000.00		\$10,000.00	\$0.00	\$10,000.00	

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Current Maximum Total: \$50,000 Modification Total: \$0 Revised Total: \$50,000 Actual Expense Total: \$0 Balance Total: \$50,000

Subrecipients Hierarchy Example



- Subrecipient can be non profit, commercial organization, or a Guam Agency
- A single Subrecipients Detail record is maintained
- Each detail record is associated with an Award and defines a single budget for the award
- Remember that a grant can be split into multiple awards and there by subrecipient can be also associated with multiple grants
- The budget is then decomposed into one or more GL Account Code



Subrecipient Invoices and Work Requests

Subrecipients Invoices



- Designed to be utilized by the Guam Agency users to capture the invoice
- Invoices need to be correlated to GL Account Codes so that balances can be updated appropriately

Subrecipients Invoices



Work Tray | Grants | Administration | User Access Request

Environment: BIDS Server (Grants-UAT) | ? | SUN 8 | [Email icon]

Info | Validate | Reload | Print | Save | Save & Close | Timeline | Submit | Cancel

Overview | **Invoices** | Invoice Details | Documents | Validation

SubRecipient: 2 - Social Ledger Foundation

Created By: Kenny Lew

Approved By: Kenny Lew

	<input type="checkbox"/>	Sub Recipient	Award #	Bill to	Bill to Organization	Invoice #	Status	Invoice Date	Pay...	Due Date	Shipping	Tax	Total	Description
1	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612101 - COOP FIRE PROG FIRE ASSIST	Andrea Accountant	Social Ledger Foundation	New Invoice								
2	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612101 - COOP FIRE PROG FIRE ASSIST	Andrea Accountant	Social Ledger Foundation	#0000000001	Paid	6/8/2025		6/29/2025	\$0.00	\$0.00	\$11,200.00	Labor for June 2025
3	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612101 - COOP FIRE PROG FIRE ASSIST	Andrea Accountant	Social Ledger Foundation	#0000000002	Submitted	6/9/2025		6/30/2025	\$12.06	\$5.00	\$1,267.06	Laptop Purchase
4	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612104 - COOPERATIVE FIRE PROTECTION	Andrea Accountant	Social Ledger Foundation	New Invoice								
5	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612104 - COOPERATIVE FIRE PROTECTION	Andrea Accountant	Social Ledger Foundation	#0000000003	Submitted	6/8/2025		12/17/2025	\$25.00	\$34.00	\$1,427.00	iPhone
6	<input type="checkbox"/>	2 - Social Ledger Foundation	101-22-1612104 - COOPERATIVE FIRE PROTECTION	Andrea Accountant	Social Ledger Foundation	#0000000004	Submitted	6/10/2025		6/23/2025	\$12.00	\$5.00	\$484.54	desk

- Grid displays all invoices produced for the selected subrecipient.
- Grid is displayed in Award ID and Invoice Number
- To modify select the invoice and click the Run Action icon
- To create a new invoice select "New Invoice" (Invoice # column) for the desired Award#
- Use the export icon to export the data to a spreadsheet or CSV (comma separated value) file 
- Use icons below to filter on any field, click the column title to sort, and choose maximize button to view in full screen



Subrecipients Work Invoice Details



Status should move to submitted before being approved and then paid. When status = approved, Subrecipient Budget will be updated

Invoice

SubRecipient: 2 - Social Ledger Foundation Organization: 01 - Unified Judiciary of Guam Document #: []

Sub Recipient: 2 - Social Ledger Foundation Status *: Draft Invoice Date *: 6/8/2025 Net Payment Terms (days) *: [] Due Date *: []

Invoice # *: 0000000000 Modified By: Kenny Lew Modified: 6/9/2025 3:27 AM

Award #: 101-22-1612101 - COOP FIRE PROG FIRE AS Created By: Kenny Lew Created: 6/9/2025 3:27 AM

Payment Information

Name: Andrea Accountant Organization: Social Ledger Foundation Bank Name: []

Address: 100 Main Street City: Hagåtña State: 51 Account Number: []

Zip Code: 20000 Contact Email: andrea@gmail.com Contact Phone: 222-222-3333 Routing Number: []

Description: Provide workstations for administrator

Supporting Documents: + Upload File No Files Uploaded

Details

	<input type="checkbox"/>	Line Num #	Main Account Code	GL Account Code	Description	Quantity	Unit Cost	Unit	Cost
1	<input type="checkbox"/>	1	6250001 - EQUIPMENT	625001-101-22-1612101	Laptop	1	\$1,232.00	Quantity	\$1,232.00
2	<input type="checkbox"/>	2	6250001 - EQUIPMENT	625001-101-22-1612101	Display	1	\$268.00	Quantity	\$268.00
3	<input type="checkbox"/>	3	6250001 - EQUIPMENT	625001-101-22-1612101	Keyboard	1	\$132.00	Quantity	\$132.00

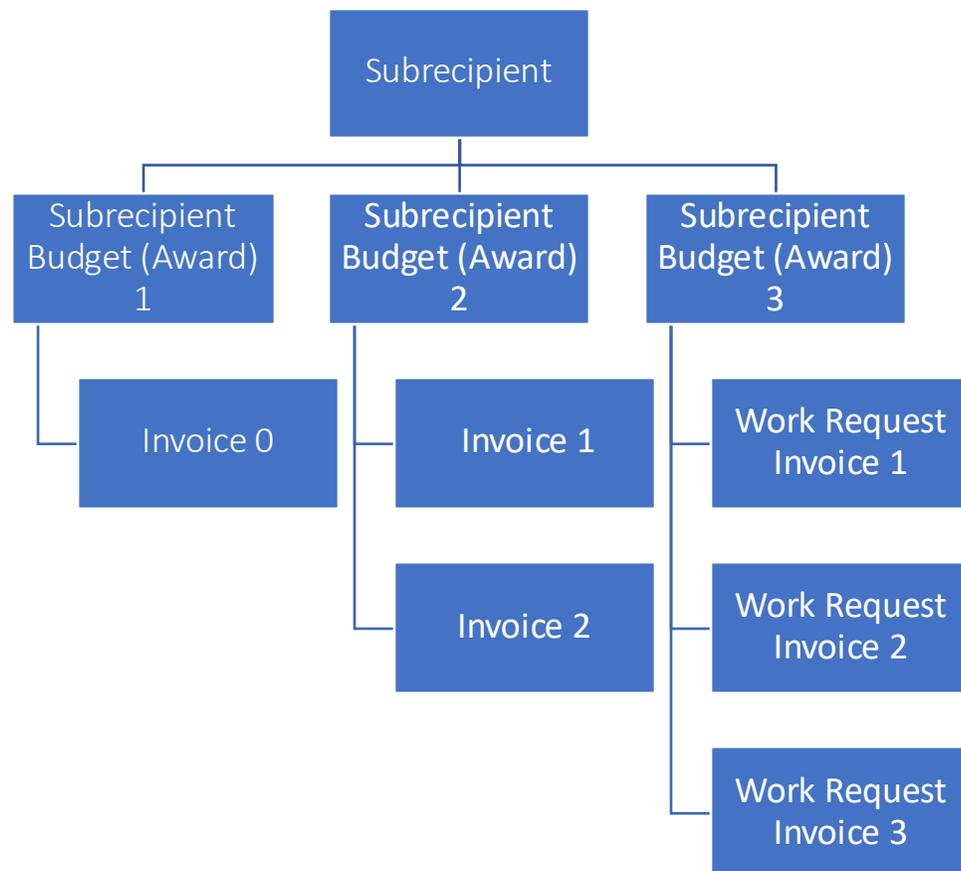
GL Account Code must meet the account codes in Subrecipient Budget so that balances can be updated

Subtotal	\$1,632.00
Shipping *	\$12.06
Tax *	\$81.06
Total Invoice	\$1,713.06



Awaiting Screen Shot

Subrecipients Activities Hierarchy Example



- Subrecipient can be non profit, commercial organization, or a Guam Agency
- A single Subrecipients Detail record is maintained
- Each Subrecipient detail record is associated with an Award and is aligned single budget for the award
- If the Subrecipient is a non profit or commercial organization an invoice is submitted
- If the Subrecipient is a Guam Agency a work request invoice is submitted

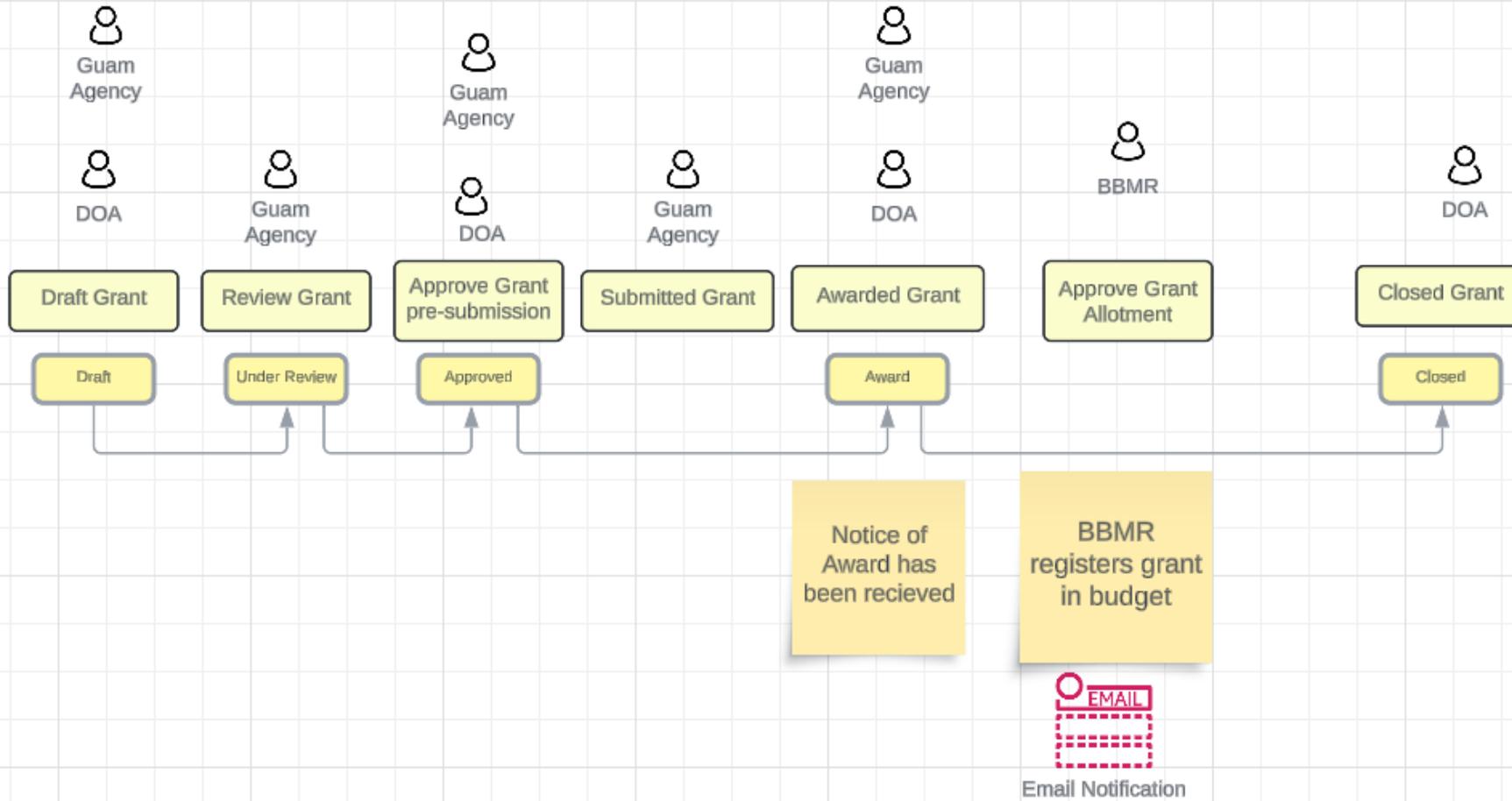


Roles and Permissions



Grant Process Flow Responsibility

Grant Workflow Responsibility



Purchase Requisition Details

- Guam Agencies have access to their own grants
- DOA has access to all grants
- Each organization has different responsibilities throughout the lifecycle

Data Editing Responsibilities



ROW LEVEL ACCESS	DOA	Agency
Grant Detail / Award	CRU	CRU
Grant Expenditure / Mapping	RU	RU
Grant Change	CRU	CRU
Grant Budget	CRU	CRU
Request for Purchase	CRU	CRU
Drawdown	CRU	No Access



Reference Tables

Reference Data Management



Reference Data Management are used to facilitate the various forms that are used throughout the system. These reference tables are used to lookup information from a form.

- Federal Agency – List of the federal grantor that are providing grant funds. Table only needs to be updated when a new federal agency is granting funds to the state of Guam.
- ALN – the available list of application listing number (ALN) that are assigned to a grant when awarded. ALN is provided by the federal agency and highlighted in the Notice of Award. Table is updated only when the ALN number does not exist in the table.
- Federal Object Code – List of the federal object code (3 digits) mapped to one or more local Guam object codes. This table is used to map the local object codes to federal object codes for budget monitoring and compliance reporting. New entries are added to this table when there are new local object codes that need to be mapped to federal object codes or there are new Federal object codes that the federal agency have provided.

Next Steps for Guam Agency



- Data Migration
 - Remember that Grant Expenditures from 10/1/2023 and forward were loaded from legacy systems.
 - Drawdown balances are also initialized as of 09/30/2023 in the Drawdown Balances page
 - Grants and Grant Awards are initialized from a spreadsheet that DOA prepared
- Establish Budgets for your grant awards
- Activate the grant by setting the grant status from "awaiting award" to "active" (DOA)
- Continue ongoing activities
 - Grant modifications
 - Grant purchases
 - Monitor expenditures