

# Idaho State Police Grants Management System (GMS)

## Financial Reporting Instructions

### September 2012

Once logged into GMS, the subgrantee's **Home Page/Grant Manager** Page will appear, listing the projects, applications, and work in progress associated with the subgrantee. When the grant application is awarded and accepted by both the project director and the financial officer, it moves from grant applications to projects. If the project has more than one project cycle, the project cycle dates will be listed under the project title.

**Grants Manager**

**Your Projects**

Instructions Update Grant number -
Project Cycle - 06/01/2011 thru 05/31/2012
GMS Test Project 3 Grant number -
Project Cycle - 01/01/2013 thru 12/31/2013
Project Cycle - 01/01/2014 thru 12/31/2014
<b>2012 Test 2 Grant number -</b>
Project Cycle - 01/01/2013 thru 12/31/2013
Project Cycle - 01/01/2013 thru 12/31/2013
Project Cycle - 01/01/2014 thru 12/31/2014

**Your Grant Applications**

Application Status	
Goals Test Project	Unsubmitted
2012 New Application Test	Submitted
test	Unsubmitted
GMS Test 4	Submitted

**Your work in progress**

<b>2012 Test 2</b>
Cycle 01/01/2013 - Progress report for quarter 1 - Jan thru Mar - SAVED

**Important Information from the GMS Team**

IMPORTANT BUDGET REMINDER FOR ALL SUBGRANTEES: Prior approval is required from PGR before grant funds can be expended on any items NOT approved in your ORIGINAL budget.

To all users: Please check your Personal User Account and make sure all of your information is up-to-date and correct. PG & R has been receiving an excessive amount of "Undeliverable" email address receipts.

You have an application for project continuation that is due by 11/17/2012 @ 11:00:PM

Review this box each time you log in for important messages from PGR.

Saved and Disapproved reports are listed here. The link will take the subgrantee directly to that report.

To access a project, select the project title or project cycle under **Your Projects** OR **Projects** in the menu bar. The subgrantee will be directed to the **Project Information** tab for the selected project.

**Project Information** | Project Cycles | Attachments

Project Title : 2012 Test 2 EDIT

Project Time Frame : 01/01/2013 - 12/31/2014

Applicant Agency : Idaho State Police

Implementing Agency : Idaho State Police - Headquarters

Agency Phone : (208) 884 - 7200 Ext :

Project Grant Application

Executive Roles :

Director : Kara Director

Financial Officer : Officer Financial REMOVE

Project Writers : none assigned

PROJECT ROLES EDITOR

Select role to assign or transfer

Financial Officer

Writer

Select account

Margo Comorosky ASSIGN ROLE

la Morton ASSIGN ROLE

on Squires ASSIGN ROLE

ushala ASSIGN ROLE

ohnson ASSIGN ROLE

ck ASSIGN ROLE

Director ASSIGN ROLE

Financial ASSIGN ROLE

Fred Rice ASSIGN ROLE

View the approved application by clicking **Project Grant Application**

The Project Cycles tab is where draw downs, financial reports, and adjustments are located for each project cycle.

Idaho State Police Intranet  
**Planning, Grants & Research**  
 Logged in as: director

Home My Account Projects Resources Grant Applications Logout

Project Information **Project Cycles** Attachments

Title : 2012 Test 2 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : 12TEST02, 2012TEST, 12TEST03

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW  
 01/01/2013 thru 12/31/2013  
 01/01/2014 thru 12/31/2014

Cycle start date: 01/01/2014 Grant Number : 12TEST03

Project Cycle Budget -

	PERSONNEL	OPERATING	TRAVEL	EQUIPMENT	OTHER	TOTAL
Grant Totals :	1,000	0	1,000	0	1,000	3,000
Match Totals :	0	0	0	0	0	0
Available Project Funds to Draw :						\$ 3,000

HELPFUL REMINDERS  
 The 'available funds to draw' balance does not reflect 'Pending' or 'Submitted' draw down requests.

The most recent project cycle will populate automatically. Use the drop down arrow to access different project cycles and click VIEW.

The Continuation Application section contains the application, as well as the award document and acceptances.

## Draw Downs

To create a new draw request or view the status of prior draws, click on the **Draw Downs** section.

Idaho State Police Intranet  
**Planning, Grants & Research**  
 Logged in as: money

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles **Draw Downs** Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW

Draw Downs | Goals | Financial Reports | Project Reports | Adjustments | Continuation Application

\* As of August 2007, we no longer require subgrantees to specify budget categories when requesting a draw (income / expense reports are the appropriate place for this). You only need to specify the total reimbursable and total advance expenses. For newer draws, the per-budget-category (personnel, operating etc.) values shown here are NOT meaningful or accurate and should be ignored. You should only look at the totals (in bold).

Project Cycle Draw Downs [Create new draw down](#)

	PERSONNEL	OPERATING	EQUIPMENT	TRAVEL	OTHER	TOTAL
<b>SAVED</b> or expenses from 04/01/2014 to 06/30/2014						
Advanced :	\$ 0 *					\$ 0
Reimbursable :	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0 *	\$ 1,000 *	\$ 1,000
<b>DISAPPROVED</b> or expenses from 03/01/2014 to 03/31/2014						
Advanced :	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0
Reimbursable :	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0 *	\$ 500 *	\$ 500
<b>APPROVED</b> or expenses from 02/01/2014 to 02/28/2014						
Advanced :	\$ 0 *	\$ 0 *	\$ 0 *	\$ 0 *	\$ 475 *	\$ 475

Select Create new draw down

To view a draw, select the status.

The **Helpful Reminders** box details the required date and monetary formats, as well as the amount of funds available to draw.

Subgrantees can request an advance of funds, but are only allowed 30 days cash on hand. JAG subgrantees have the option of drawing all funds up front and placing them in an interest-bearing account.

The screenshot shows the 'Idaho State Police Intranet' interface for 'Planning, Grants & Research'. The user is logged in as 'money'. The page displays project details for 'GMS Test Project 3' with a start date of 01/01/2013 and an end date of 12/31/2014. The project cycle is set to 01/01/2014 thru 12/31/2014. The requesting agency is 'Idaho State Police'. The form shows that federal funds are requested in the amount of \$0. A 'Helpful Reminders' box on the right provides instructions: 'All dates should be in the format MM/DD/YYYY', 'All monetary numbers must be entered in whole dollars (no decimals)', 'Available funds to draw: \$4,000', and 'Only the Project Financial Officer is able to submit draw downs to Planning, Grants & Research.' A callout box with an orange border points to the 'Interagency bill number' field, stating 'Interagency bill number is for STATE agencies ONLY.' The form includes fields for 'REIMBURSABLE EXPENSES' (A. \$ 0) and 'ESTIMATED ADVANCE EXPENSES' (B. \$ 0), with a total of \$0. A note at the bottom says 'Please allow up to 3 weeks for receipt of requested funds.'

If the draw request is submitted successfully, a message stating, "Draw down has been successfully submitted to Planning Grants and Research" will appear at the top of the page in blue. If there is an error, the message will be red and list the error that must be corrected before the draw can be successfully submitted.

The screenshot shows the same 'Idaho State Police Intranet' interface, but with an error message at the top: 'Error: Invalid ending date provided for draw down. Remember all dates should be in the format of 'MM/DD/YYYY'. All draw downs require you to identify the ending time period for this draw request.' The project details are the same, but the requesting agency is still 'Idaho State Police'. The form shows that federal funds are requested in the amount of \$1,000. The dates are set to 04/01/2014 to 06/30/14. The 'REIMBURSABLE EXPENSES' field (A) is \$1,000 and the 'ESTIMATED ADVANCE EXPENSES' field (B) is \$0, with a total of \$1,000. A callout box with an orange border points to the '(View History)' link, stating: 'If a draw is disapproved, an e-mail will be sent to the financial officer indicating the reason for disapproval. Subgrantees can access disapproval information in GMS under (View History).' The bottom of the page shows a taskbar with 'Local intranet' and a 100% zoom level.

## Financial Reports – Expense

To create an expense report or view the status of an expense report, click on the **Financial Reports** section.

Expense reports must be submitted quarterly by the financial officer, even if there have been no funds expended during the quarter, until all grant funds are expended.

The screenshot shows the 'Financial Reports' section of the system. The 'Financial Reports' tab is highlighted in orange. Below it, the 'Expense Reports' tab is also highlighted in orange, showing a list of reports for the current quarter (Q1 2014). The reports are: 'Expense report for quarter 1 - Jan thru Mar APPROVED', 'Expense report for quarter 2 - Apr thru Jun SUBMITTED', and 'Create quarter 3 report'. Other tabs include 'Match Reports' and 'Income Reports'.

All quarterly expenses must be rounded to the nearest dollar. Do not include commas, decimal points, or dollar signs.

Previously expended amounts are automatically calculated from prior, approved expense reports. If an error has been made on a submitted report, contact PGR immediately for a determination on how to proceed.

The screenshot shows the 'Expense report for quarter 1 - Jan thru Mar' form. The 'Expense report' and '(View History)' links are highlighted in orange. The form includes a table for 'Federal Expenditures' and a 'HELPFUL REMINDERS' box.

Expense Category	Current Approved Budget	Spent Previously	Spent this Quarter	Total Spent to Date
Personnel	3,500	0	500	500
Operating/Consultant	500	0	0	0
Travel	0	0	0	0
Equipment	0	0	0	0
Other	0	0	0	0
<b>Total</b>	<b>\$ 4,000</b>	<b>\$ 0</b>	<b>\$ 500</b>	<b>\$ 500</b>

**HELPFUL REMINDERS**

All monetary numbers must be entered in whole dollars (no decimals).

Only the Project Financial Officer is able to submit Financial reports to Planning, Grants & Research.

Click on the Adobe icon to save a PDF copy of the report you are currently viewing.

The financial officer will receive an e-mail when a financial report is approved or disapproved. Disapproval information is located under (View History).

# Financial Reports – Match

The same procedures for expense reports apply to match reports.

STOP and RSAT require matching funds.

Idaho State Police Intranet  
**Planning, Grants & Research** Logged in as: money

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW Draw Downs | Goals | **Financial Reports** | Project Reports | Adjustments | Continuation Application

Project Cycle Financial Reports

Expense Reports	Match Reports	Income Reports
Expense report for quarter 1 - Jan thru Mar APPROVED	Match report for quarter 1 - Jan thru Mar SUBMITTED	Create new quarterly income report
Expense report for quarter 2 - Apr thru Jun SUBMITTED	Match report for quarter 2 - Apr thru Jun SAVED	
Create quarter 3 report	Create quarter 3 report	
Create stand alone final	Create stand alone final	

Idaho State Police Intranet  
**Planning, Grants & Research** Logged in as: money

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW Draw Downs | Goals | Financial Reports | Project Reports | Adjustments | Continuation Application

**Match report** for quarter 2 - Apr thru Jun (View History) SAVE SUBMIT REMOVE

Is Final:

Expense Category	Current Approved Budget	Spent Previously	Spent this Quarter	Total Spent to Date
Personnel	2,000	100	<input type="text" value="200"/>	300
Operating/Consultant	0	0	<input type="text" value="0"/>	0
Travel	0	0	<input type="text" value="0"/>	0
Equipment	0	0	<input type="text" value="0"/>	0
Other	0	0	<input type="text" value="0"/>	0
<b>Total</b>	<b>\$ 2,000</b>	<b>\$ 100</b>	<b>\$ 200</b>	<b>\$ 300</b>

**HELPFUL REMINDERS**

All monetary numbers must be entered in whole dollars (no decimals).

Only the Project Financial Officer is able to submit Financial reports to Planning, Grants & Research.

Click on the Adobe icon to save a PDF copy of the report you are currently viewing.

**The REMOVE button will delete an entire report and only appears after a report has been saved. Once removed, the report cannot be recovered. Please exercise caution when using this button.**

# Financial Reports – Income

Income reports are required from any subgrantee earning income from activities supported with grant funds. Income examples include interest earned on JAG funds, task force forfeitures, and fees collected from conferences or services. An income report is not required if a subgrantee is not earning income.

Subgrantees must report income accumulated and spent each quarter.

Idaho State Police Intranet  
**Planning, Grants & Research** Logged in as: money

Home My Account Projects Resources Grant Applications Logout

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW Draw Downs | Goals | **Financial Reports** | Project Reports | Adjustments | Continuation Application

Project Cycle Financial Reports

Expense Reports	Match Reports	Income Reports
Expense report for quarter 1 - Jan thru Mar APPROVED	Match report for quarter 1 - Jan thru Mar SUBMITTED	Create new quarterly income report
Expense report for quarter 2 - Apr thru Jun SUBMITTED	Match report for quarter 2 - Apr thru Jun SAVED	
Create quarter 3 report	Create quarter 3 report	
Create stand alone final	Create stand alone final	

If a subgrantee did not earn income until quarter 3 of their grant, they would select quarter 3 from the available drop down box.

Project Information Project Cycles Continuation Attachments

Title : GMS Test Project 3 Project start date : 01/01/2013 Project end date : 12/31/2014 Grant Numbers : GMSTEST3, GMSCONT3

Project Cycle: 01/01/2014 thru 12/31/2014 VIEW Draw Downs | Goals | Financial Reports | Project Reports | Adjustments | Continuation Application

Creating new quarterly income report SAVE SUBMIT

Select income report quarter : quarter 1 - Jan thru Mar  
 quarter 2 - Apr thru Jun  
**quarter 3 - Jul thru Sep**  
 quarter 4 - Oct thru Dec  
 quarter 5 - Jan thru Mar  
 quarter 6 - Apr thru Jun  
 quarter 7 - Jul thru Sep

Is Final:

Income Category	Spent	Accumulated this Period	Total Accumulated
Forfeit Assets Sold	0	0	0
Forfeited Cash	0	0	0
Other Project Income (fees, tuition, etc.)	0	0	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

II. Project income spent :

Expense Category	Spent Previously	Spent this Period	Total Spent to Date
Personnel	0	0	0
Operating/Consultant	0	0	0
Travel	0	0	0
Equipment	0	0	0
Other	0	0	0
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

**HELPFUL REMINDERS**

All monetary numbers must be entered in whole dollars (no decimals).

Only the Project Financial Officer is able to submit Financial reports to Planning, Grants & Research.

**An income report must be submitted each quarter until all income is spent.**