

**Grants Management Online Information System**  
**(GMIS Online)**

<http://grants.dcjs.virginia.gov/index.cfm>

**Web-based access to the Grants Application and Report Processing System.**

**Department Of Criminal Justice Services  
Grants Administration**

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## Introduction

The Grants Management Online Information System was established to provide an Internet interface for all Subgrantees to apply for Grants, fill out request forms, and submit reports online that will go directly to DCJS Grants Administration. It will automate many of the current processes in use with the hard copy forms and help to prevent costly errors. In turn, this will decrease the time it takes to process and approve Grant information.

This document will take you step-by-step through the Grants Management Online Information System web site. It will show you how to navigate through the web site and present screen shots for each page. You should use this document as a main reference to the web site.

To enter the Grants Management Online Information System, open your Internet browser and key in the following address: <http://grants.dcjs.virginia.gov/index.cfm>. This will open the Grants Management Online Information System in a new window. This window does *NOT* contain any browser buttons. To close GMIS Online, click on the "X" (close) button at the top-right corner of the window

If you have any questions concerning the GMIS Online system, please contact Grants Administration via email at [GrantsWeb@dcjs.virginia.gov](mailto:GrantsWeb@dcjs.virginia.gov).

**\*\*\*\* NOTE: In order to use this web site, you must obtain a user name and password set up by DCJS Grants Administration. This will give you access permissions to utilize the online application. If you already have access but have forgotten your user name or password, you must contact DCJS Grants Administration to obtain a new one.**

## 1 Login to GMIS Online

The login screen is used to access the GMIS online application. This page opens automatically when the web address for GMIS Online is entered. (See the introduction page or cover page of this manual to get the web address.) The user enters their *User Name* and *Password* into the correct box and clicks the *Submit* button.

Grants Management Online Information System - Microsoft Internet Explorer



**Welcome to Grants Management**

Please enter your User Name and Password to access the Grants System

User Name:

Password:

[Virginia Department of Criminal Justice Services Home Page](#)

**Figure 1 - Login Page**

A link to open the DCJS Internet Home Page is provided at the bottom of the screen.

## 2 GMIS Online Home Page

Once a user has successfully entered their login information, the home page will open. This page gives users two options. The first option, Apply for a New Grant, is a link that will direct users to the Grants Application page to apply for New or Continuation Grants. The second option, Enter an Existing Grant, contains a text box where an existing Grant Number must be keyed. To accept the entered Grant Number, click the *Submit* button. This will open a screen to view existing budgets, submit *Quarterly Reports*, and fill out applications for Vouchers.

Users may Logout of GMIS Online by clicking the [Logout](#) link located in the middle-left part of the screen. It is recommend that users logout every time they complete their GMIS Online session to ensure security of the Grants data.

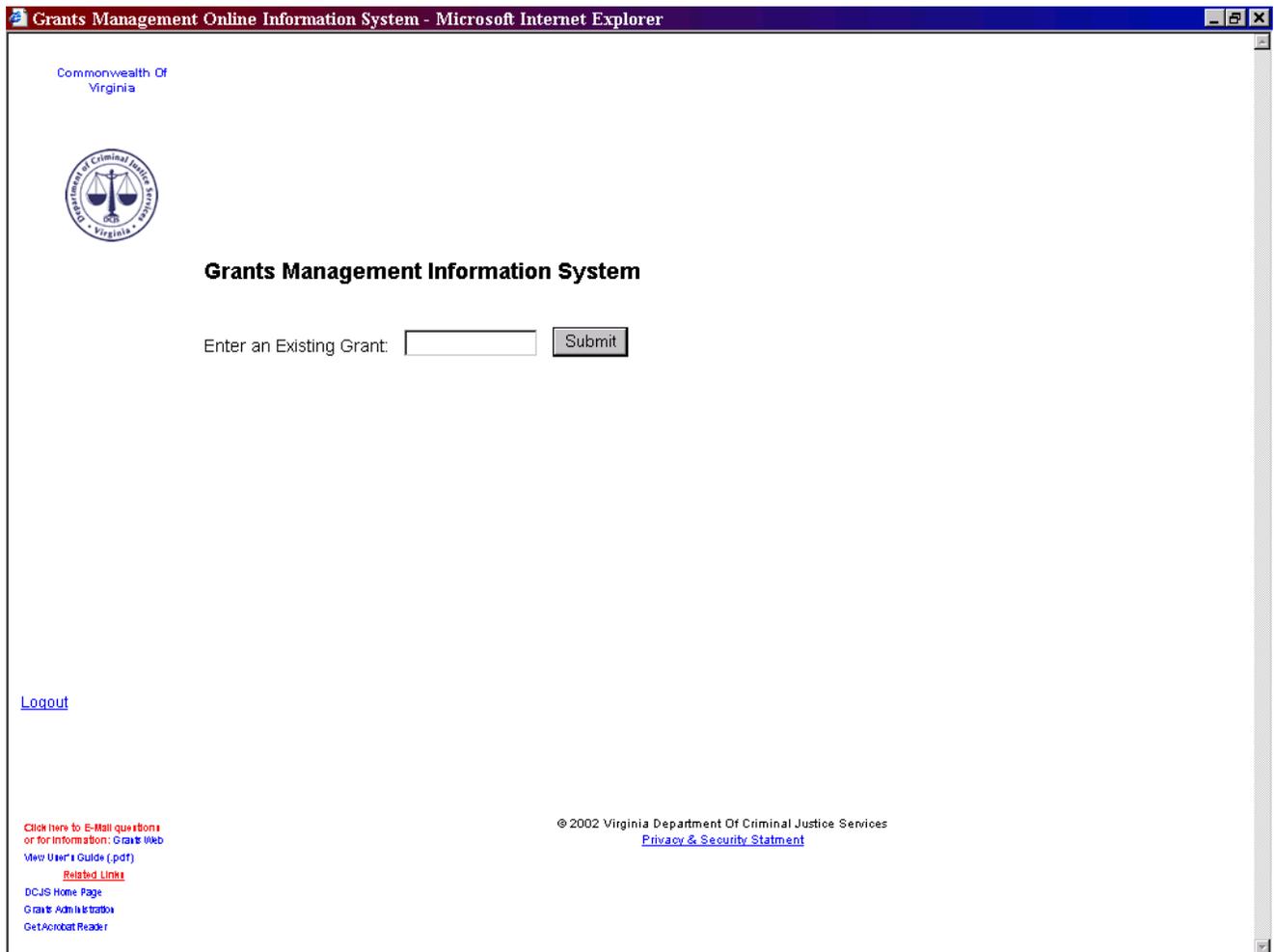


Figure 2 - GMIS Online Home Page

The related links at the bottom-left corner will open pages on the DCJS web site. These links are fixed in this position and are located on every page of the GMIS Online web site after the login page.

### 3 Edit Existing Grants

When a valid Grant Number is entered on the GMIS Online Home Page, the edit menu and directions screen will open. This screen is divided into 3 sections: the menu, related links, and directions.

The menu is user driven, meaning the submenu options of the primary menu will appear by placing the mouse cursor over one of the primary menu options. Clicking on the submenu options can open these individual pages. The following is specific information for each menu option.

#### **Applications:**

- Request for Funds – Opens a Request for Funds application to submit requests for grant funding to DCJS.
- Budget Amendments – Opens a Budget Amendment application to request modification to the grant's budget and submit to DCJS.

#### **Budgets:**

- Itemized Budget – Currently Under Construction
- Original Budget – Displays a page with the Original Budget submitted with the grant application and approved by DCJS.
- View Current Budget – Displays a page with the latest Budget data. This page will show the last amendment entered or the original budget if no amendments have been filed.

#### **Quarterly Reporting:**

- Enter Quarterly Report – Opens a form to enter *Quarterly* Grant data. **This is different than the hard copy Quarterly Financial Report.**

Revise Quarterly Report – Opens a form to select the quarterly report to change.

#### **View Status:**

- Budget Amendments – Displays a list of all Budget Amendments filed with DCJS and their status.
- Quarterly Reports – Displays a list of all submitted Quarterly Financial Reports.
- Special Conditions – Displays all Special Conditions (if any) for the selected grant number
- Vouchers – Displays a list of all paid or denied requests and any requests still awaiting approval.

**Help** – Opens the Edit Grant Directions

**Return to Main Menu** – Goes back to the GMIS Online Home Page.

The Directions page gives descriptions of the above menu options. Each description may be viewed by clicking on the red link associated with the primary menu option.

All pages after the Home page contain links at the bottom left corner. These links will direct the user to the GrantsWeb email address for all questions concerning GMIS Online or any Grant information, FAQ for this website, DCJS Home page, Grants Administration web site, and Adobe Acrobat Reader web site (to obtain the latest copy of Acrobat Reader). There is also a link to open the user's manual using Acrobat Reader. These links will open in a new window.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page header includes the "Commonwealth Of Virginia" logo and the text "Department of Criminal Justice Services". Below the header, there is a section for "On Screen Help" with instructions: "Click on the red links to view the instructions for each menu item OR Click on the 'User's Guide' link in the bottom left corner to open the users manual in Acrobat Reader." The main content area features a "Grant Number:" field with the value "04-A0005OT04" and a "Menu" section with the following items: Applications, View Budgets, Quarterly Reporting, View Status, Help, and Return to Main Menu. A dashed box highlights a section titled "Editing An Existing Grant" with the following red links: Applications, Budgets, Quarterly Reporting, View Status, Help, and Return To Main Menu. A box labeled "Direction Links" has an arrow pointing to this dashed box. Another box labeled "Menu" has an arrow pointing to the "Menu" section. A third box labeled "Related Links" has an arrow pointing to a section at the bottom left of the page. This section contains the text "Click here to E-Mail questions or for information: Grants Web" and a list of links: "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 3 - Edit Existing Grant Information

## 4 View Original Budget

This page displays the Original Budget data entered when a Grant Application is submitted and approved. *This page is Read Only.* Until the Budget Amendment process is placed online, budget data can ONLY be modified by submitting a Budget Amendment application according to the policies set by DCJS Grants Administration.

Commonwealth Of Virginia  
 Department of Criminal Justice Services

Print Budget

Original Approved Budget Data

Grant Number: 04-A0005OT04 Subgrantee: Dept. of Corrections

Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	0.00	34,610.00	0.00	0.00	34,610.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	654.00	0.00	0.00	654.00
Equipment	0.00	0.00	0.00	0.00	0.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Other	0.00	18,915.00	0.00	0.00	18,915.00
<b>Total</b>	<b>0.00</b>	<b>54,179.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,179.00</b>

Return

Grant Number: 04-A0005OT04

Menu

- Applications
- View Budgets
- Quarterly Reporting
- View Status
- Help
- Return to Main Menu

Click here to E-Mail questions or for information: Grants Web  
 View User's Guide (.pdf)  
 Related Links  
 DCJS Home Page  
 Grants Administration  
 Get Acrobat Reader

Figure 4 - Original Approved Budget Data

The Return button acts as a Back button to go to the previously visited page.

## 5 View Current Budget

This page displays the most current Budget data approved. *This page is Read Only.* The budget data can ONLY be modified by submitting a Budget Amendment application according to the policies set by DCJS Grants Administration.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo and the text "Current Approved Budget Data". Below this, the Grant Number is "02-E9596VW01" and the Subgrantee is "Dept. of Corrections". A table displays budget categories and their respective amounts. A "Return" button is located below the table. On the left side, there is a "Menu" section with various navigation options.

Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	27,686.00	6,924.00	0.00	0.00	34,610.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	523.20	130.80	0.00	0.00	654.00
Equipment	0.00	0.00	0.00	0.00	0.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Other	15,132.00	3,783.00	0.00	0.00	18,915.00
<b>Total</b>	<b>43,341.20</b>	<b>10,837.80</b>	<b>0.00</b>	<b>0.00</b>	<b>54,179.00</b>

Figure 5 - View Current Approved Budget

The Return button acts as a Back button to go to the previously visited page.

## 6 Edit Existing Grants

### 6.1 Quarterly Reporting

#### 6.1.1 Enter Quarterly Report

This screen was designed from pieces of the hard copy Quarterly Financial Report. The major revisions of this process is that all Financial data is **now entered as Quarterly data NOT Cumulative** and the Current Budget Data does not have to be entered. This page will automatically display the Subgrantee name and Project Title for the specified Grant Number. The *Date of Report*, *Date Project Completed*, and *Final Report* boxes are manually keyed or clicked by the user. The *Date of Report* MUST be keyed or else when the *Submit* button is clicked an error alert will appear instructing the user to key in the date.

This screen will **NOT display the Current Budget data**. The Current Budget data is displayed on its own page that can be opened from the menu options Budgets → View Current Budget. This will allow for viewing of the Budget and return back to the Quarterly Financial Report page with the data that may have already been keyed by clicking on the return button on the Current Budget page.

All dollar amounts for expenses and obligations may be entered on this page but ONLY according to what has been budgeted. If an amount has been keyed into a non-budgeted expense, obligation, or cash on hand box and the *Submit* button has been clicked, an “*Invalid Expense*” page will open instructing the user to view the budget for the specified Grant Number to make sure the amounts are entered correctly.

The dollar amount boxes cannot be left empty. If this happens, an alert box will appear asking the user to correct the error. All of these boxes must contain a numeric value even if it is only a zero. When amounts are keyed into these boxes, the totals will automatically be calculated.

The cash on hand boxes will be calculated against the total dollar amount of all vouchers paid for the specified Grant Number minus the expenses. This calculation is done on the Quarterly Confirmation page.

When submitting the final quarterly report, click in the checkbox next to final. This will notify users and Grants Administration that **no more reports** will be submitted. It also restricts users from entering any more reports. If the checkbox was clicked in error, the check mark can be removed from the submitted error report through the revision screen as long as the DCJS Finance Department has not closed the Grant. If this happens, please contact Grants Administration.

If the Quarterly Report cannot be completed, the user can click the *Save* button instead of *Submit*. This will save a copy of the report that can be accessed through the Revise Quarterly Reports menu option later. Once a report is saved, it cannot be retrieved through the Quarterly Entry screen.

When all information is keyed without errors, click the *Submit* button to retrieve a YTD Verification Report page that will show a Year-to-Date total for each expense and cash on hand entry (obligations will only be from the current quarter). Once this information is confirmed, click on submit to send the quarterly report. The data will be recorded and a quarterly report will be displayed on screen with the data that was submitted. This will allow users who have previously submitted hard copy cumulative reports to verify that all quarterly data entered is accurate.

If a Finance Officer submits a report, it will automatically be approved. If a user submits it, an email will be generated and sent to the user's Finance Officer. The Finance Officer will use this email to enter the Grants Management Online Information System to approve the financial report.

The "Reset" button will clear the form completely to allow a user to start over.

The blue links at the top of the report form will print a copy of the Quarterly Financial Report screen (Print Report) or open a new window displaying the instructions on how to fill out the Quarterly Financial Report according to DCJS policies.

Commonwealth Of Virginia

Print Report View Instructions

**Quarterly Financial Report**

Grant Number: 04-A0005OT04 Subgrantee: DEPOSIT CERTIFICATE

Project Title: GMIS Online Phase 2

Date Of Report mm/dd/yyyy:  Final Report:

Reporting Period: 12/31/2003

Quarterly Expenditures				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies/Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Obligations this Quarter				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
SuppliesOther	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Save Submit Reset

Figure 6 - Quarterly Financial Report Entry

### 6.1.2 Revise Quarterly Report

This screen provides users with the ability to modify unapproved, pre-submitted or saved quarterly report data. It is based on the reporting period of the quarterly report, NOT the quarter number. This is due to the number of quarters a Grant may have and the state fiscal year quarters.

Users select the reporting period from the drop down box and the calendar year in which the quarterly report was submitted. If the entire reporting period is valid, the quarterly report for the selected reporting period will be displayed with the quarterly data that was previously submitted.

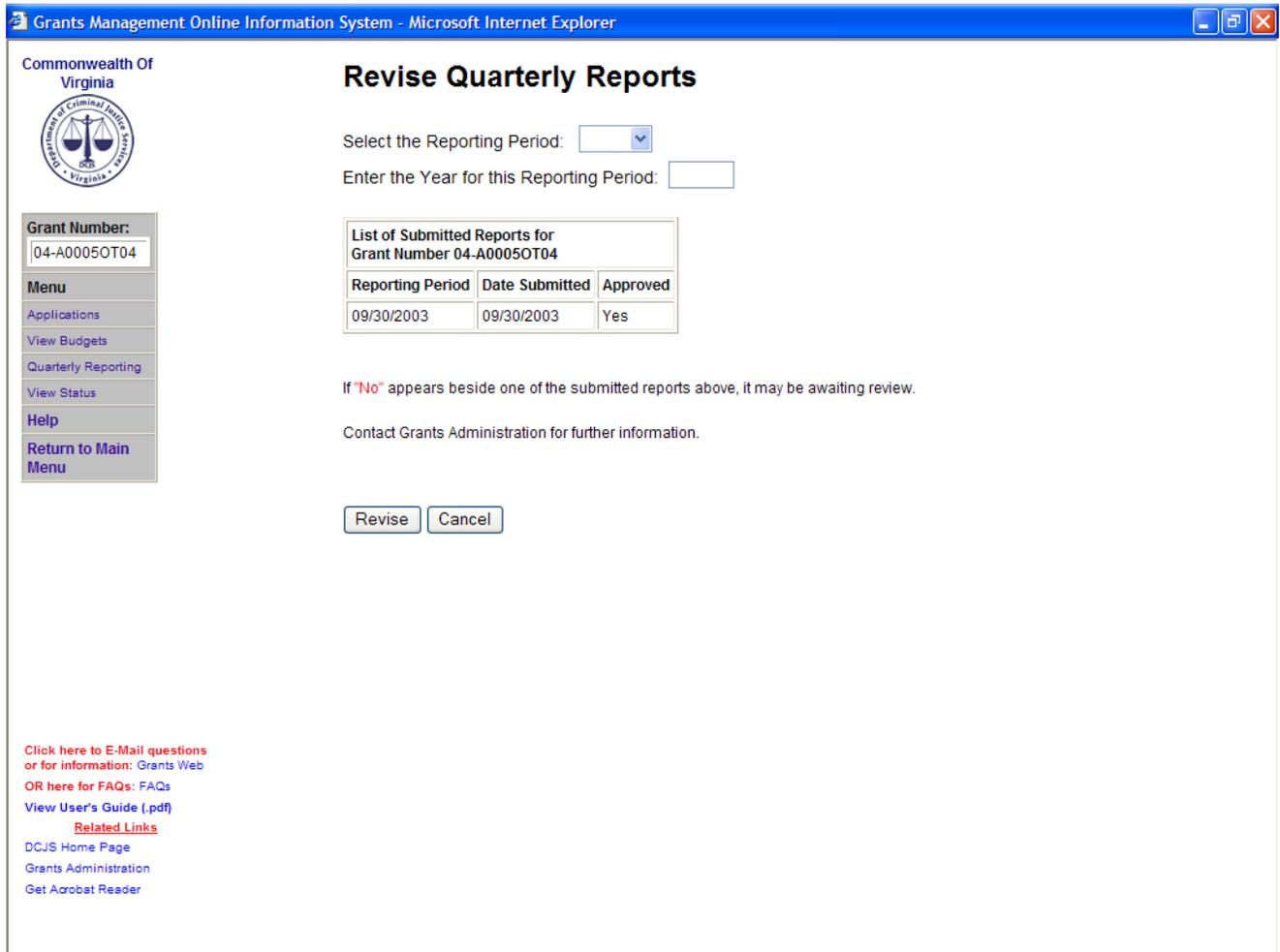


Figure 7 - Select Report to Revise

The quarterly report revision screen is exactly like the quarterly report entry screen, other than dollar amounts being filled in automatically, so the same rules apply (i.e. budgeted dollar amounts). The revised report will also be automatically approved if revised by a Finance Officer. Otherwise, an email will be generated and sent to the user's Finance Officer to notify them of the report to be approved.

Commonwealth of Virginia  
 Department of Criminal Justice Services

View Instructions

Quarterly Financial Report

Grant Number: 02-E9596VW01 Subgrantee: Dept. of Corrections  
 Project Title: Victim Services Unit  
 Date Original Received: 07/17/2002  
 Date Of Report mm/dd/yyyy: 07/17/2002 Final Report:   
 Reporting Period: 06/30/2002 Date Project Completed mm/dd/yyyy: 06/01/2002

Quarterly Expenditures				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	00	2997.77	00	2997.77
Consultant	00	00	00	0.00
Travel	00	437.60	00	437.60
Equipment	00	00	00	0.00
Indirect Cost	00	00	00	0.00
Supplies/Other	00	1337.44	00	1337.44
Total	0.00	4772.81	0.00	4772.81

Grant Obligations this Quarter				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	00	00	00	0.00
Consultant	00	00	00	0.00
Travel	00	00	00	0.00
Equipment	00	00	00	0.00
Indirect Cost	00	00	00	0.00
Supplies/Other	00	00	00	0.00
Total	0.00	0.00	0.00	0.00

Save Submit Reset

Figure 8 - Quarterly Financial Report Revise

This screen is also used to remove Final checkmarks that were marked in error in order for users to enter new quarterly reports for the selected Grant through the *Enter Quarterly Report* screen as long as the DCJS Financial Department has not closed the Grant. If this happens, please contact Grants Administration.

### **6.1.3 YTD Cumulative Verification Report**

When data has been entered through the “*Enter Quarterly Report*” screen or modified through the “*Revise Quarterly Report*” screen, a YTD Cumulative Verification Report opens. This page provides users with a YTD total of all quarterly data submitted for the selected Grant and automatically calculates the remaining cash on hand (if any). It helps users to verify they are entering quarterly data in the entry or revision screen and NOT cumulative data.

If the keyed quarterly report has been marked as final and the total voucher amount paid for the Grant exceeds the expenses, this screen will display a message at the top stating that a refund is due and the amount of the refund. If the expenses exceed the amount paid through vouchers, the message will alert the user to submit a “Request For Funds” form to DCJS Grants Administration requesting the amount owed to the locality.

Once this information is confirmed, click on submit to send the quarterly report. The data will be recorded and a quarterly report will be displayed on screen with the data that was submitted.

If the information entered is incorrect, click on the revise button to go back and change the data on the quarterly report page and resubmit.

A copy of this report can be printed by clicking on the "Print Report" link at the top of the screen.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia

[Print Report](#)

You have marked this report as your Final Expense Report. The expenses you have entered are less than the funds you have received. Please check your expenses and verify that they match the amount of funds you have received for this grant. Or you may submit this report and return this amount to DCJS.

Federal - \$ 61883.95 State - \$ Total - \$ 61883.95

This is your Grant Expenses-To-Date Cumulative Expenses, Obligations, and Cash On Hand. If the totals on this page are incorrect, click on on the Revise button at the bottom of the page and check the Quarterly data you entered.

**Grant Expenses-To-Date Cumulative Verification Report**

Grant Number: 02-B3659AD01  
 Reporting Period: 6/30/2002  
 Report Date: 07/17/2002  
 Project Completed: 06/01/2002  
 Project Title: Project SOAR  
 Final Report: Yes

Status: Submitted  
 Date Original Received: 07/17/2002

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	55783.72	.00	15758.83	\$71,542.55
Consultant	.00	.00	.00	\$0.00
Travel	1995.82	.00	617.98	\$2,613.80
Equipment	.00	.00	.00	\$0.00
Indirect Cost	2574.87	.00	444.31	\$3,019.18
Supplies/Other	3092.78	.00	765.66	\$3,858.44
<b>Total</b>	<b>63447.19</b>	<b>.00</b>	<b>17586.78</b>	<b>\$81,033.97</b>

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Personnel	.00	.00	.00	\$0.00
Consultant	.00	.00	.00	\$0.00
Travel	.00	.00	.00	\$0.00
Equipment	.00	.00	.00	\$0.00
Indirect Cost	1257.98	.00	.00	\$1,257.98
Supplies/Other	.00	.00	.00	\$0.00
<b>Total</b>	<b>1257.98</b>	<b>.00</b>	<b>.00</b>	<b>\$1,257.98</b>

Cash On Hand for this Reporting Period			
	Federal	State	Total Program
Cash On Hand	61883.95	0	\$61,883.95

[Click here to E-Mail questions or for information: 61883.95](#)  
[View User's Guide \(PDF\)](#)  
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[Close this window](#)  
[Get Help](#)

Refund message only appears if Final is marked and a refund is due.

Figure 9 - Year-To-Date Cumulative Verification Report

### 6.1.4 Submitted Quarterly Report

When all quarterly data and refund amounts have been verified and submitted from the YTD Cumulative Verification Report, a final report page will open displaying the quarterly data entered as well as the refund amount that will have to be paid back to DCJS Grants Administration (if any) or alerting the user to submit a "Request for Funds" form. The refund amount will only appear if the quarterly report has been marked as "Final" and the total amount of the vouchers paid for the Grant exceeds the calculated cash on hand.

A copy of this report can be printed by clicking on the "[Print Report](#)" link at the top of this screen.

**Print Report**  
 This final report indicates that **\$61883.95** in federal funds and **\$0** in state general funds disbursed to you by DCJS were not expended. Please return these unexpended funds by 09/29/2002, to DCJS, Attention: Finance Section, via a check made payable to "Treasurer of Virginia".

**Quarterly Financial Report**

Status: Approved

Grant Number	Subgrantee	Project Title
02-B3659AD01	Dept. of Corrections	Project SOAR

Reporting Period	Final Report	Report Date
06/30/2002	Yes	07/17/2002

Refund message only appears if Final is marked and a refund is due.

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$17,625.55	\$0.00	\$3,041.42	\$20,666.97
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$293.32	\$0.00	\$50.61	\$343.93
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$2,574.87	\$0.00	\$444.31	\$3,019.18
Supplies/Other	\$1,649.82	\$0.00	\$284.69	\$1,934.51
<b>Total</b>	<b>\$22,143.56</b>	<b>\$0.00</b>	<b>\$3,821.03</b>	<b>\$25,964.59</b>

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$1,257.98	\$0.00	\$0.00	\$1,257.98
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$1,257.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,257.98</b>

Cash On Hand	DCJS Funds		Total Program
	Federal	State	
Cash On Hand	\$61,883.95	\$0.00	\$61,883.95

Figure 10 - Submitted Quarterly Financial Report

## **6.2 Request For Funds**

### **6.2.1 Request For Funds – Entry**

To request funds for a specified grant number, place your mouse over the “Applications” menu option and select “Request For Funds”. All grant funding requests are submitted via this page (EXCEPT Internal Agency Transfers - IATs). This page mirrors the original hard copy form mailed by constituents to DCJS Grants Administration.

As long as all special conditions have been met or an extension granted, a Statement of Grant Award (SOGA) has been received, a previous Financial Report has been submitted (where applicable), and the total amount expensed for the grant meets or exceeds the amount of funding received, this screen will appear. Otherwise an error message will be displayed.

This form is automated so as to fill in fields on this form according to the grant number; such as the Subgrantee/Contractor Name and address information. The budget and vouchers paid amounts are also filled in and calculated to display the available amount of funds remaining on the grant. If any of this information is incorrect, please contact DCJS Grants Administration to have it changed.

The user will key in the Date of Request, select the Reporting Period From and To dates, fill in the amount being requested now, and the Current Cash on Hand Date and Amount. If a requested amount entered exceeds the amount available, a message will appear on screen to alert the user.

Once all required data is entered, click on the Submit button. Once submitted, a copy of the request will appear on screen to be printed and the request will now show on the “View Status/Vouchers” screen.

The “Reset” button will clear the form completely to allow a user to start over.

If a Finance Officer submits a report, it will automatically be approved. If a user submits it, an email will be generated and sent to the user’s Finance Officer. The Finance Officer will use this email to enter the Grants Management Online Information System to approve the request.

The blue link at the top of the report form will open a new window displaying the instructions on how to fill out the Request For Funds according to DCJS policies.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia



**Request For Funds - Subgrants/Contracts**

Department of Criminal Justice Services  
805 East Broad Street  
10th Floor Richmond, Virginia 23219

[View Instructions](#)

<b>Grant Number:</b>	Subgrant/Contract Number: <u>04-E3458SA03</u>	Date of Request: <input type="text"/>	
<input type="text" value="04-E3458SA03"/>	Federal Identification Number: <u>54600110301</u>		
<b>Menu</b>	Period Covered by this Request	From: <input type="text"/> Year: <input type="text"/>	To: <input type="text"/> Year: <input type="text"/>
<a href="#">Applications</a>	Subgrantee/Contractor Name	<u>Alex. Sex. Assault Resp. &amp; Awareness Prog</u>	
<a href="#">View Budgets</a>	Finance Officer Address 1:	<u>City of Alexandria</u>	
<a href="#">Quarterly Reporting</a>	Finance Officer Address 2:	<u>301 King Street</u>	
<a href="#">View Status</a>	Finance Officer Address 3:	<u>Rm 1600</u>	
<b>Help</b>	<u>Alexandria</u>	<u>VA</u>	<u>22314-</u>
<a href="#">Return to Main Menu</a>			

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts
Total Subgrantee Award (A)	85204.00	16835.00
Less: Payments Previously received (B)	0	0
(A-B) Available Amount of Award (C)	85204.00	16835.00
Less: Amount Now Requested (D)	0	0
(C-D) Remaining Grant Balance (E)	85204.00	16835.00

As of the following date:  The Grant Program's Cash On Hand is: \$

By submitting this form you are certifying that 1)you are the Finance Officer authorized to sign/submit this request; 2)the information above is correct; 3)expenditures will be made in accordance with the grant conditions; and 4) payment is due and has not been previously requested.

Financial Officer Name: Mr. Daniel A. Neckel

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**Figure 11 - Request For Funds**

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia



[Print Report](#)

**Request For Funds - Subgrants/Contracts**  
 Department of Criminal Justice Services  
 805 East Broad Street  
 10th Floor Richmond, Virginia 23219

**Grant Number:**  
04-E3458SA03

**Menu**

- [Applications](#)
- [View Budgets](#)
- [Quarterly Reporting](#)
- [View Status](#)
- [Help](#)
- [Return to Main Menu](#)

Status: Needs Finance Officer Approval

Subgrant/Contract Number: 04-E3458SA03      Date of Request: 10/27/2003

Federal Identification Number: 54600110301

Period Covered by this Request: From: 07/01/2003      To: 12/31/2003

Subgrantee/Contractor Name	Alex. Sex. Assault Resp. & Awareness Prg	
Finance Officer Address 1:	City of Alexandria	
Finance Officer Address 2:	301 King Street	
Finance Officer Address 3:	Rm 1600	
Alexandria	VA	22314-

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts
Total Subgrantee Award (A)	85204.00	16835.00
Less: Payments Previously received (B)	.00	.00
<b>(A-B) Available Amount of Award (C)</b>	<b>85204</b>	<b>16835</b>
Less: Amount Now Requested (D)	42683.00	8220.00
<b>(C-D) Remaining Grant Balance (E)</b>	<b>42521</b>	<b>8615</b>

Click here to E-Mail questions or for information: [Grants Web](#)
As of the following date: 10/27/2003
The Grant Program's Cash On Hand is: \$ 00

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**Figure 12 - Request For Funds Submitted**

## 6.2.2 Request For Funds - Revise

If a request has previously been submitted, a message will appear to allow the user to revise the request. By clicking on the “Revise Request” button, the Request For Funds form will appear with the submitted data. Changes can be made to this data and resubmitted or saved.

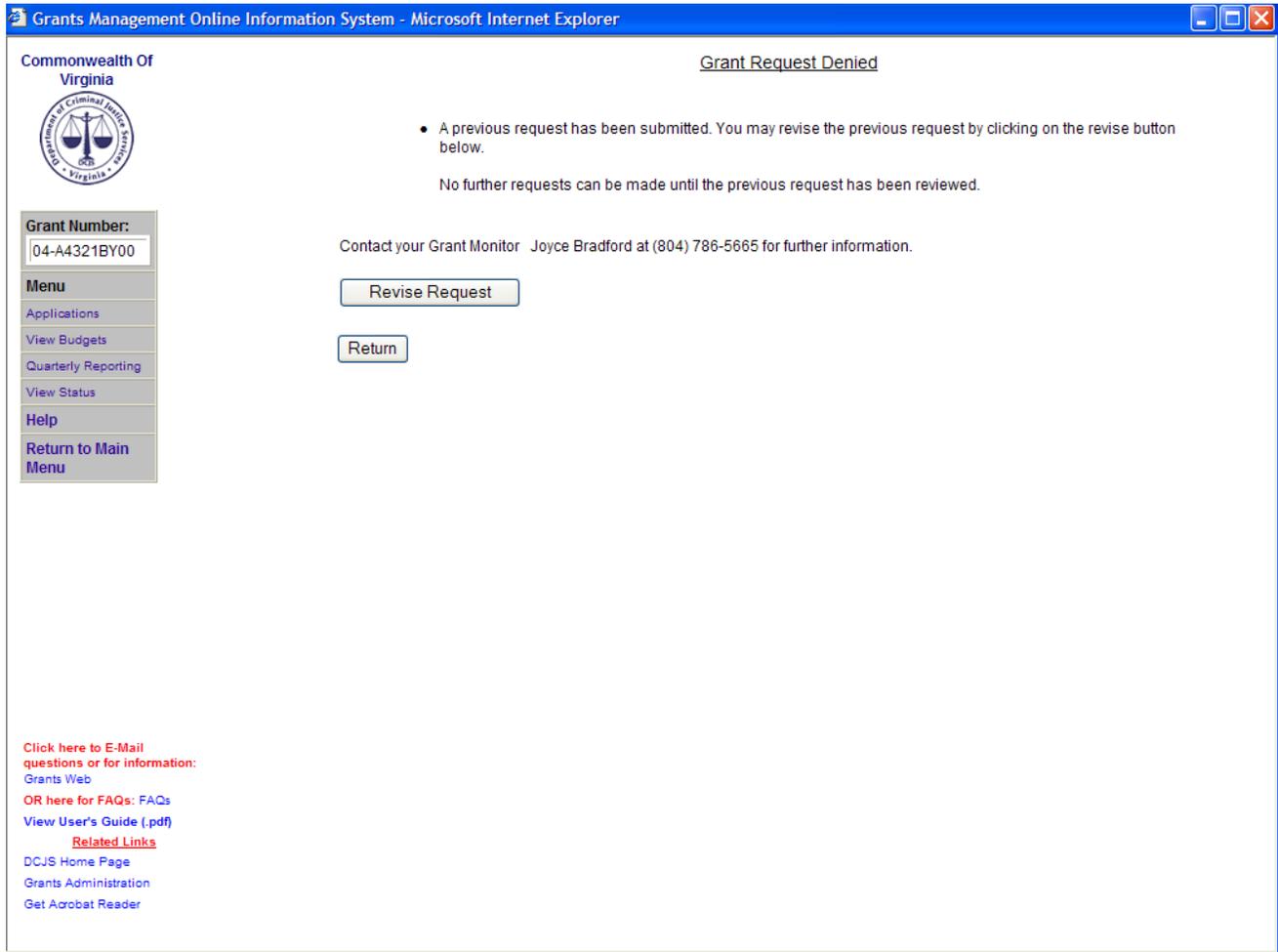


Figure 13 - Request For Funds Revise

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia



[View Instructions](#)

### Request For Funds - Subgrants/Contracts

Department of Criminal Justice Services  
805 East Broad Street  
10th Floor Richmond, Virginia 23219

Request ID Number:  Status: To Be Reviewed

Subgrant/Contract Number:  Date of Request:

Federal Identification Number:

Period Covered by this Request: From:  Year:  To:  Year:

Subgrantee/Contractor Name	<input type="text" value="Alex. Sex. Assault Resp. &amp; Awareness Prg"/>		
Finance Officer Address 1:	<input type="text" value="City of Alexandria"/>		
Finance Officer Address 2:	<input type="text" value="301 King Street"/>		
Finance Officer Address 3:	<input type="text" value="Rm 1600"/>		
	<input type="text" value="Alexandria"/>	<input type="text" value="VA"/>	<input type="text" value="22314-"/>

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts
Total Subgrantee Award (A)	<input type="text" value="85204.00"/>	<input type="text" value="16835.00"/>
Less: Payments Previously received (B)	<input type="text" value=".00"/>	<input type="text" value=".00"/>
(A-B) Available Amount of Award (C)	<input type="text" value="85204.00"/>	<input type="text" value="16835.00"/>
Less: Amount Now Requested (D)	<input type="text" value="5204.00"/>	<input type="text" value="6835.00"/>
(C-D) Remaining Grant Balance (E)	<input type="text" value="80000"/>	<input type="text" value="10000"/>

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As of the following date:  The Grant Program's Cash On Hand is: \$

By submitting this form you are certifying that 1)you are the Finance Officer authorized to sign/submit this request, 2)the information above is correct, 3)expenditures will be made in accordance with the grant conditions; and 4) payment is due and has not been previously requested.

Financial Officer Name:

Figure 14 - Request For Funds Revise Edit

## **6.3 Interagency Transfer Requests**

### **6.3.1 Entering an IAT**

To request funds for a specified grant number, place your mouse over the “Applications” menu option and select “Interagency Transfer”. This page is very similar the original hard copy form mailed by constituents to DCJS. This page has be modified for the users to enter only their information required by DCJS Grants Administration.

As long as all special conditions have been met or an extension granted, a Statement of Grant Award (SOGA) has been received, a previous Financial Report has been submitted (where applicable), and the total amount expensed for the grant meets or exceeds the amount of funding received, this screen will appear. Otherwise an error message will be displayed.

This form is automated so as to fill in fields on this form according to the grant number; such as the Federal ID Number and Agency Name information. The Total DCJS Share, Total Previous Requests and Total Returned (if applicable) amounts are also filled in and calculated to display the available amount of funds remaining on the grant. If any of this information is incorrect, please contact DCJS Grants Administration to have it changed.

The user will select if the IAT is a Request or Return to DCJS, key in the Date, Agency Code (if different from that shown), select the Reporting Period From and To dates and key in the years, fill in the amount being requested now, and the form will automatically fill in specific fields in the grid below. The user will then continue to fill in the necessary fields required and click the Submit button. If a requested amount entered exceeds the amount available, a message will appear on screen to alert the user.

Once all required data is entered, click on the Submit button. Once submitted, a copy of the IAT will appear on screen to be printed and the IAT will now show on the “View Status/Vouchers” screen.

The “Reset” button will clear the form completely to allow a user to start over.

If a Finance Officer submits a report, it will automatically be approved. If a user submits it, an email will be generated and sent to the user’s Finance Officer. The Finance Officer will use this email to enter the Grants Management Online Information System to approve the request.

Grants Management Online Information System - Microsoft Internet Explorer

**Commonwealth Of Virginia**



**Grant Number:**  
05-A0001OT05

**Menu**

- [Applications](#)
- [View Budgets](#)
- [Quarterly Reporting](#)
- [View Status](#)

**Help**

- [Return to Main Menu](#)

**Start Date:**  
07-01-2004

**End Date:**  
06-30-2005

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### GRANTS INTERAGENCY TRANSFER INVOICE

Request OR  Return to DCJS

Grant Number: 05-A0001OT05	FIN#: 0000000000	Date(MM/DD/YYYY) 03/30/2006
Agency Code:	Agency Name: DEPOSIT CERTIFICATE	Form 27 Req. # Form 27 Amount
Address:		Full Year <input type="radio"/> OR Quarterly <input type="radio"/>

**Reporting Period**

From:  Year:  To:  Year:

<b>Federal Funds</b>	
Total DCJS Share	96223.00
Less Previous Requests	32854.00
Total Returned	0
Less This Request	0
<b>Balance</b>	<b>63369</b>

NOTE: SECTION 9 OF THE COMMONWEALTH OF VIRGINIA ACCOUNTING POLICIES AND PROCEDURES MANUAL LETS TRANSACTION CODES AUTHORIZED FOR USE ON THIS DOCUMENT

FUND		FFY	PROGRAM			REVENUE SOURCE	AMOUNT	PROJECT		
FUND	DET		PROG	SUB	ELE			PROJECT	TK	PH
<input type="text"/>	<input type="text"/>	06	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	
COST CODE	AGENCY REFERENCE		DATE	GRANT	DESCRIPTION					
<input type="text"/>	<input type="text"/>		03/30/2006	05-A0001OT05	GMIS Online Training					

Figure 15 - Interagency Transfer Request/Return Entry Screen

20

### 6.3.2 Interagency Transfer - Revise

If an IAT has previously been submitted, a message will appear to allow the user to revise the request. By clicking on the “Revise Request” button, the IAT form will appear with the submitted data. Changes can be made to this data and resubmitted or saved.

The screenshot shows a web browser window with the address bar displaying "http://grants.dcjs.virginia.gov - Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo and the text "Grant Request Denied". A message states: "A submitted request is still pending. You may revise submitted request by clicking on the revise button below. If the previously submitted request has been denied (see View Status -> Vouchers) or a request has been submitted and waiting approval from the Finance Officer, this error will occur. No further requests can be made until the previous request has been reviewed." Below this message is a button labeled "Revise Request" and another labeled "Return". A sidebar menu on the left contains "Grant Number: 05-A0001OT05", "Menu" (with sub-items: Applications, View Budgets, Quarterly Reporting, View Status), "Help", and "Return to Main Menu". At the bottom of the page, there are several links: "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader". The browser's status bar at the bottom right shows "Internet".

Figure 16 - Interagency Transfer Revise

Commonwealth Of Virginia



Grant Number:  
05-A0001OT05

**Menu**

- [Applications](#)
- [View Budgets](#)
- [Quarterly Reporting](#)
- [View Status](#)
- [Help](#)
- [Return to Main Menu](#)

[Print Report](#)

**GRANTS INTERAGENCY TRANSFER INVOICE**

<input checked="" type="radio"/> Request OR <input type="radio"/> Return to DCJS		Request ID Number: 1	Status: Needs Finance Officer Approval
Grant Number: 05-A0001OT05	FIN#: 00000000000	Date(MM/DD/YYYY) 10/06/2005	
Code: 140	Agency: DEPOSIT CERTIFICATE		
Address:			

Reporting Period

From: 01/01 Year: 2005 To: 03/31 Year: 2005

Federal Funds

Total DCJS Share	96223.00
Less Previous Requests	41398.00
Total Returned	0
Less This Request	15486.00
<b>Balance</b>	<b>39339</b>

NOTE: SECTION 9 OF THE COMMONWEALTH OF VIRGINIA ACCOUNTING POLICIES AND PROCEDURES MANUAL LISTS TRANSACTION CODES AUTHORIZED FOR USE ON THIS DOCUMENT

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FUND		FFY	PROGRAM			REVENUE SOURCE	AMOUNT	PROJECT		
FUND	DET		PROG	SUB	ELE			PROJECT	TR	PH
07	00	06	00	00	00		15486.00	44581		
COST CODE	AGENCY REFERENCE		DATE		GRANT	DESCRIPTION				
151	Federal		10/06/2005		05-A0001OT05	GMIS Online Training				

**Figure 17 - Interagency Transfer Revise 2**

## **6.4 Budget Amendment Requests**

### **6.4.1 Budget Amendment Entry**

Subgrantees may submit a Budget Amendment application by selecting Applications -> Budget Amendment from the menu. All Budget Amendment requests are entered on this page. This page mirrors the original hard copy form mailed by constituents to DCJS Grants Administration.

As long as any previously filed Budgets have been approved, a new amendment may be entered. The Original Budget and prior amendments must be completely approved or an error page will appear to notify the user. **No more than two (2) amendments may be entered per grant year.**

When filling out an amendment, the user must key any changes to their budget into the appropriate category row/funding column. The totals in the Revised Budget Requested table **MUST** match those in the Latest Approved Budget. Otherwise an error will appear to alert the user.

All Budget Narratives should be attached to this form electronically. The narrative file **MUST** be saved as a “.RTF, .TXT, .PDF, or .ZIP” file in order to be attached. To submit the narrative, click on the “Browse” button. This will open a window that will allow you to select your saved Budget Narrative file. Click on your file and click “Open”. This will put the directory path and file name into the Budget Narrative box.

After all data has been keyed and the narrative attached, the user may select the “Save” or “Submit” button. If the “Save” button is clicked, the application will be saved with a status of “Saved” and the user will be allowed to come back to this page and make changes later. **This will NOT submit the application to the Finance Officer or DCJS.** If the “Submit” button is clicked, the application will be forwarded to the Finance Officer if the user is not an Approving Finance Officer or to DCJS if the Approving Finance Officer has entered and submitted the application.

The “Reset” button will start the application process over.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia [View Instructions](#)



**Budget Amendment Request**  
 Department of Criminal Justice Services  
 805 East Broad Street  
 Richmond, VA 23219

Grant Number:

Menu  
[Applications](#)  
[View Budgets](#)  
[Quarterly Reporting](#)  
[View Status](#)  
[Help](#)  
[Return to Main Menu](#)

Subgrantee: DEPOSIT CERTIFICATE Grant Number: 04-A0004OT04  
 Title: GMIS Online Phase 2 Date:

LATEST APPROVED BUDGET					
Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
A. Personnel	45,000.00	28,000.00	0.00	0.00	73,000.00
B. Consultant	0.00	0.00	0.00	0.00	0.00
C. Travel	0.00	0.00	0.00	0.00	0.00
D. Equipment	30,000.00	15,000.00	0.00	0.00	45,000.00
E. Indirect Cost	0.00	0.00	0.00	0.00	0.00
F. Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

REVISED BUDGET REQUESTED					
Budget Categories	DCJS Funds		Subgrantee		Totals
	Federal	General	Cash	In Kind	
A. Personnel	<input type="text" value="40000"/>	<input type="text" value="23000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="63000.00"/>
B. Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
C. Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
D. Equipment	<input type="text" value="35000"/>	<input type="text" value="20000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="55000.00"/>
E. Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
F. Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
<b>Total Project</b>	<b><input type="text" value="75000.00"/></b>	<b><input type="text" value="43000.00"/></b>	<b><input type="text" value="0.00"/></b>	<b><input type="text" value="0.00"/></b>	<b><input type="text" value="118000.00"/></b>

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Attach your Budget Narrative here. Please upload only files that end in: *.pdf .rtf .txt* File names can be no longer than 30 characters long including the file extension (characters after the ".")

Figure 18 - Budget Amendment Entry

Once an amendment has been submitted to the Approving Finance Officer or DCJS, a final amendment page will open displaying the requested changes and the file name of the Budget Narrative attached to the application.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia [Print Report](#)



**Budget Amendment Request**  
 Department of Criminal Justice Services  
 805 East Broad Street  
 Richmond, VA 23219

Grant Number: 04-A0004OT04

Subgrantee: DEPOSIT CERTIFICATE Grant Number: 04-A0004OT04  
 Title: GMIS Online Phase 2 Date: 03-09-2004

LATEST APPROVED BUDGET					
Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	45,000.00	28,000.00	0.00	0.00	73,000.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	30,000.00	15,000.00	0.00	0.00	45,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

REVISED BUDGET REQUESTED					
Budget Categories	DCJS Funds		Subgrantee		Totals
	Federal	General	Cash	In Kind	
Personnel	40,000.00	23,000.00	0.00	0.00	63,000.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	35,000.00	20,000.00	0.00	0.00	55,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

[Click here to E-Mail questions or for information: Grants Web](#)  
[OR here for FAQs: FAQs](#)  
[View User's Guide \(.pdf\)](#)  
[Related Links](#)  
[DCJS Home Page](#)  
[Grants Administration](#)  
[Get Acrobat Reader](#)

[Budget Narrative File: Budget Amendment Narrative Text File.rtf](#)

Figure 19 - Budget Amendment Submitted

## 6.4.2 Budget Amendment Revise

If a user other than the Approving Finance Officer submitted a Budget Amendment Application, the amendment may be revised by selecting Applications -> Budget Amendment again. This will display a notification page stating that a previously submitted application is waiting for approval by the Approving Finance Officer. The user may then click on the “Revise Amendment” button to proceed.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo and the text "Budget Amendment Request Denied". A notification message states: "A previously submitted Budget Amendment is awaiting approval by your Finance Officer. Click on the 'Revise Amendment' button to make changes to this Amendment." Below this message is a button labeled "Revise Amendment". On the left side, there is a "Grant Number:" field containing "04-A0004OT04" and a "Menu" section with links for "Applications", "View Budgets", "Quarterly Reporting", "View Status", "Help", and "Return to Main Menu". At the bottom left, there are several links: "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 20 - Budget Amendment Revise

When the revise screen opens, the data entered will be displayed along with the file name of the Budget Narrative submitted. To revise the Budget Amendment, delete or key over any values in the Revised Budget Requested table. The category and funding totals must match those in the Latest Approve Budget.

If a Revised Budget Narrative needs to be submitted, click on the “Browse” button and select the Budget Narrative from your computer. Again, this file must be saved as a “.RTF, .TXT, .PDF, or .ZIP” file to be submitted with the application. **This box can be left blank if the narrative has not been changed.**

Click on the “Save” button to save this application and come back to revise it later, or click the “Submit” button to submit the application to your Approving Finance Officer or DCJS. The “Reset” button will set the application back to the originally submitted data.

**Commonwealth Of Virginia**  
 Department of Criminal Justice Services  
 Budget Amendment Request  
 Department of Criminal Justice Services  
 805 East Broad Street  
 Richmond, VA 23219

Grant Number: 04-A0004OT04  
 Subgrantee: DEPOSIT CERTIFICATE  
 Title: GMIS Online Phase 2  
 Grant Number: 04-A0004OT04  
 Date: 03/09/2004

Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
A. Personnel	45,000.00	28,000.00	0.00	0.00	73,000.00
B. Consultant	0.00	0.00	0.00	0.00	0.00
C. Travel	0.00	0.00	0.00	0.00	0.00
D. Equipment	30,000.00	15,000.00	0.00	0.00	45,000.00
E. Indirect Cost	0.00	0.00	0.00	0.00	0.00
F. Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

Budget Categories	DCJS Funds		Subgrantee		Totals
	Federal	General	Cash	In Kind	
A. Personnel	40000.00	23000.00	0.00	0.00	63000.00
B. Consultant	0.00	0.00	0.00	0.00	0.00
C. Travel	0.00	0.00	0.00	0.00	0.00
D. Equipment	35000.00	20000.00	0.00	0.00	55000.00
E. Indirect Cost	0.00	0.00	0.00	0.00	0.00
F. Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75000.00</b>	<b>43000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118000.00</b>

Original Budget Narrative Submitted: Budget Amendment Narrative Text File.rtf

Attach your Revised Budget Narrative here. Please upload only files that end in: .pdf .rtf .txt

Figure 21 - Budget Amendment Revise Edit

## 7 Progress Reports

### 7.1.1 Uploading Progress Reports

This screen is used to upload Grant Progress Reports to the DCJS. The current reporting period of the progress report to be uploaded will appear automatically on the screen.

Please enter or select the Progress Reports file to be uploaded in the box below and click the submit button. To locate your file, click on the Browse button and navigate to the location of your file. Then select it and click OK. This will enter the path and filename of your file into the box. ***Only ONE file may be uploaded each quarter.*** If multiple files need to be uploaded, merge them into one document. This can be done using Word.

The following instructions come from the “Help” menu in Microsoft Word:

#### Insert another Word document into an open document

1. Click where you want to insert the second document.
2. On the **Insert** menu, click **File**.
3. In the **File name** box, enter the name of the file you want to insert.

#### Notes

- To insert only part of a file, click **Range**, and then type a bookmark name in the **Range** box.
- If you want to organize and maintain several related documents in one document, [create a master document](#).

Use the “*Help*” in Microsoft Word for additional information.

\*\*\*Please upload only files that end in *.pdf, .rtf, .txt, .zip*

File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be uploaded per reporting period. Please merge multiple documents into one file.

After the file has been uploaded successfully a table will appear below with the file name, type, reporting period, date received, and who submitted the file. If a previous report has been uploaded this table will appear the when the next file is uploaded. A new record will be added to the this table with each upload to notify the user that the files have been uploaded successfully.

http://grants.dcjs.virginia.gov - Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia



**Grant Number:**  
05-A0001OT05

**Menu**

- Applications
- View Budgets
- Quarterly Reporting
- View Status
- Help**
- Return to Main Menu

**Grant Files Upload Screen**

*This screen is used to upload Grant Progress Reports to the DCJS. Please enter or select the Progress Reports file to be uploaded in the box below and click the submit button. To locate your file, click on the Browse button and navigate to the location of your file. Then select it and click OK. This will enter the path and filename of your file into the box.*

*File Type to Upload:*  
Progress Reports

*Reporting Period:*  
06/30/2005

Attach Grant File here. \*\*\*Please upload only files that end in: *.pdf .rtf .txt .zip*  
File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be uploaded per reporting period. Please merge multiple documents into one file. For more assistance on uploading/merging files, please see the GMIS Online User's Manual. (Click on the link in the bottom left corner to access the manual.) Help is also available using the Microsoft Word Help feature, look up "merge".

*For instructions on uploading your file, click here.*

Uploaded Files				
File Name	File Type	Reporting Period	Date Received	Submitted By
<a href="#">ProgressReports.rtf</a>	Progress Reports	12/31/2004	05/06/2005	grantsadmin
<a href="#">AttendeeList.txt</a>	Progress Reports	03/31/2005	07/13/2005	grantsadmin

[Click here to E-Mail questions or for information: Grants Web](#)

[OR here for FAQs: FAQs](#)

[View User's Guide \(.pdf\)](#)

[Related Links](#)

[DCJS Home Page](#)

[Grants Administration](#)

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Done
Internet

Figure 22 - Progress Report Uploads

## 8 Finance Officer Approval Process

### 8.1 Quarterly Financial Reports

#### 8.1.1 Approval Email

When a user submits a Quarterly Financial Report or Request For Funds, an email is generated and sent to their Finance Officer to alert them of a report requiring approval.

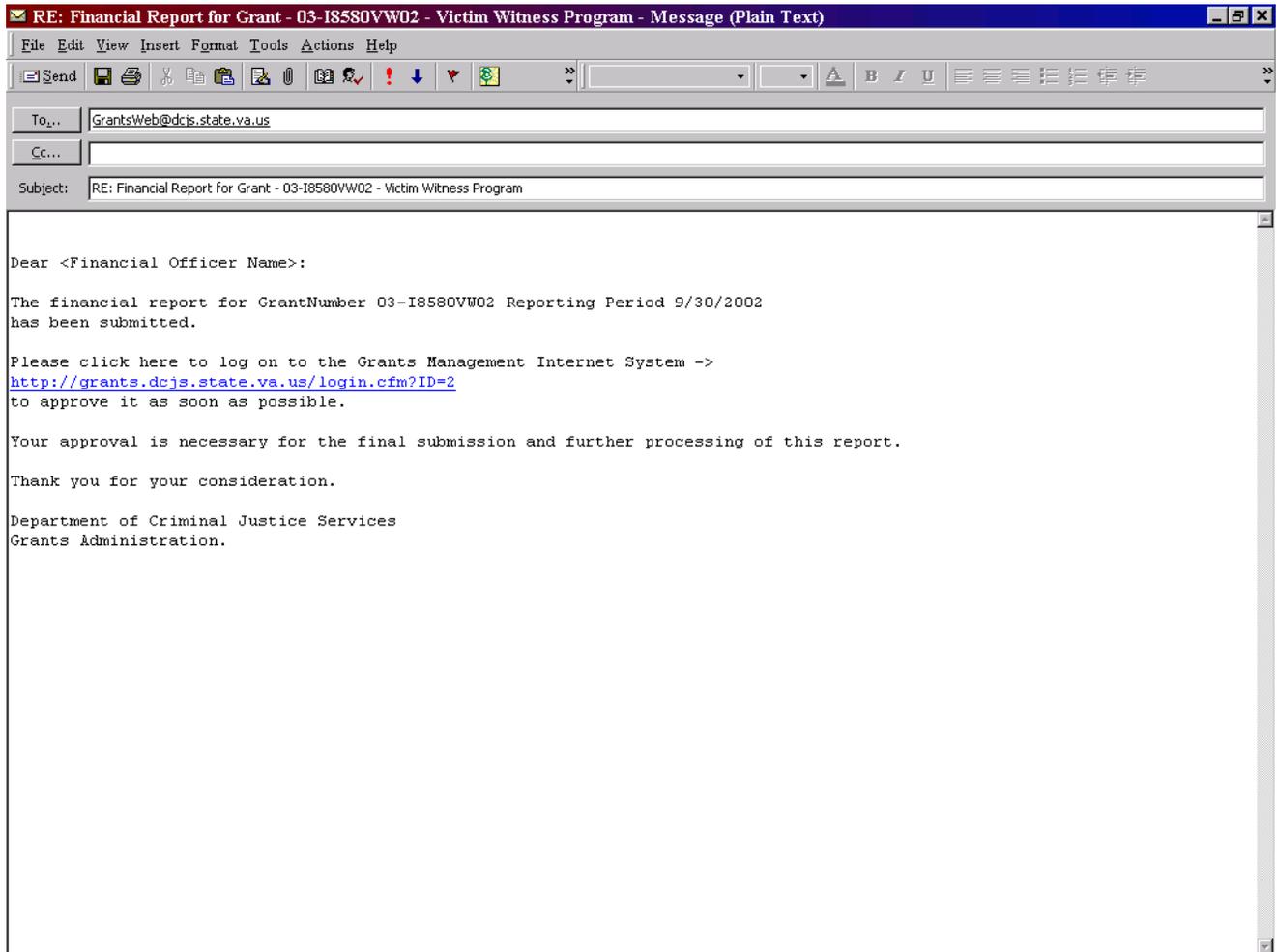


Figure 23 - Finance Officer Approval Notification Email

### 8.1.2 Quarterly Financial Report Review/Approval

The Finance Officer will click on the link in the email which will open an internet browser window to the Grants Management Online Information System login screen. After the Finance Officer logs in, the submitted report or form will appear for their review. The Finance Officer will click “Approve” to submit to report to the DCJS or “Deny” to send an email response back to the user.

A copy of this report can be printed by clicking on the “Print Report” link at the top of this screen.

Grants Management Online Information System - Microsoft Internet Explorer

False

[Print Report](#)

#### Quarterly Financial Report

Status: Submitted - Notification has been sent to your Financial Officer.

<b>Grant Number</b> 02-D3152VA01	<b>Subgrantee</b> Suffolk	<b>Project Title</b> Domestic Violence Investigator	
<b>Reporting Period</b> 06/30/2002	<b>Final Report</b> No	<b>Report Date</b> 07/11/2002	<b>Date Project Completed</b>

Quarterly Expenditures				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$825.53	\$0.00	\$10,236.98	\$11,062.51
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$14.40	\$0.00	\$178.55	\$192.95
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$839.93</b>	<b>\$0.00</b>	<b>\$10,415.53</b>	<b>\$11,255.46</b>

Grant Obligations this Quarter				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Cash On Hand this Quarter			
	Federal	State	Total Program
<b>Cash On Hand</b>	(\$839.93)	\$0.00	(\$839.93)

**Figure 24 - Approve Quarterly Financial Report View**

After reviewing the report, the Finance Officer can approve it by clicking the “Approve” button, deny it with the “Deny” button, or view the Year-To-Date Cumulative report by clicking the “YTD View” button.

### 8.1.3 Year-To-Date Cumulative View

The Finance Officer can view a Year-To-Date report that will display the Year-To-Date expenses, current obligations, and current cash on hand. If a refund is owed to the locality or due to DCJS Grants Administration, an alert will appear at the top of this screen. This screen is the same as the Year To Date Cumulative Verification Report the users get after entering or revising a financial report.

A copy of this report can be printed by clicking on the “Print Report” link at the top of this screen.

Grants Management Online Information System - Microsoft Internet Explorer

[Print Report](#)

This is your Grant Expenses-To-Date Cumulative Expenses, Obligations, and Cash On Hand. If the totals on this page are incorrect, click on on the Revise button at the bottom of the page and check the Quarterly data you entered.

**Grant Expenses-To-Date Cumulative Verification Report**

<b>Grant Number</b> 02-D3152VA01	<b>Reporting Period</b> 6/30/2002	<b>Project Title</b> Domestic Violence Investigator
<b>Report Date</b> 07/11/2002	<b>Project Completed</b> <input type="text"/>	<b>Final Report</b> No

Status: Submitted

Grant Expenses-To-Date						
Budget Categories	DCJS Funds		Subgrantee Match	Total Program		
	Federal	General				
Consultant	.00	.00	.00		\$0.00	
Equipment	.00	.00	.00		\$0.00	
Indirect Cost	.00	.00	.00		\$0.00	
Personnel	4912.13	.00	17801.36		\$22,713.49	
Supplies/Other	.00	.00	.00		\$0.00	
Travel	82.08	.00	303.82		\$385.90	
<b>Total</b>	<b>4994.21</b>	<b>.00</b>	<b>18105.18</b>		<b>\$23,099.39</b>	

Grant Obligations as of this Reporting Period						
Budget Categories	DCJS Funds		Subgrantee Match	Total Program		
	Federal	General				
Personnel	.00	.00	.00		\$0.00	
Travel	.00	.00	.00		\$0.00	
Indirect Cost	.00	.00	.00		\$0.00	
Equipment	.00	.00	.00		\$0.00	
Consultant	.00	.00	.00		\$0.00	
Supplies/Other	.00	.00	.00		\$0.00	
<b>Total</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>		<b>\$0.00</b>	

Cash On Hand for this Reporting Period			
	Federal	State	Total Program
Cash On Hand	-839.93	.00	(\$839.93)

Figure 25 - Year-To-Date Cumulative Approval View

### 8.1.4 Quarterly Financial Report Approved

When the report has been approved, an approval notification will appear and the report will be automatically registered in the DCJS Grants Administration system. The user must then log out if they need to re-enter GMIS Online. This screen will also appear if the report has been previously approved.

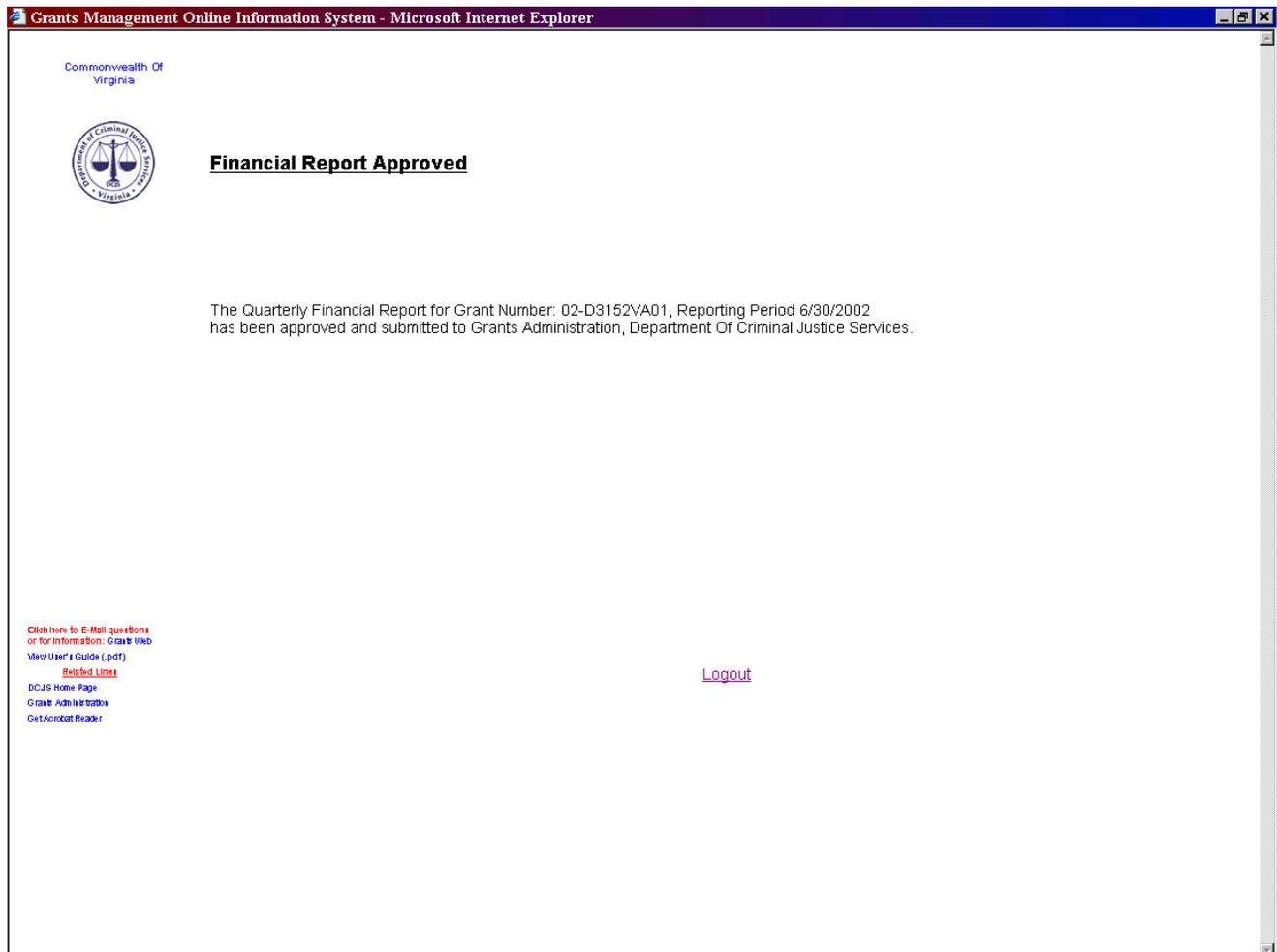


Figure 26 - Quarterly Financial Report Approved

## 8.2 Request For Funds

### 8.2.1 Approval Email

When a user submits a Request For Funds, an email is generated and sent to their Approving Finance Officer to alert them of a request requiring approval. The Approving Finance Officer will click on the link in the email to approve or deny the request.

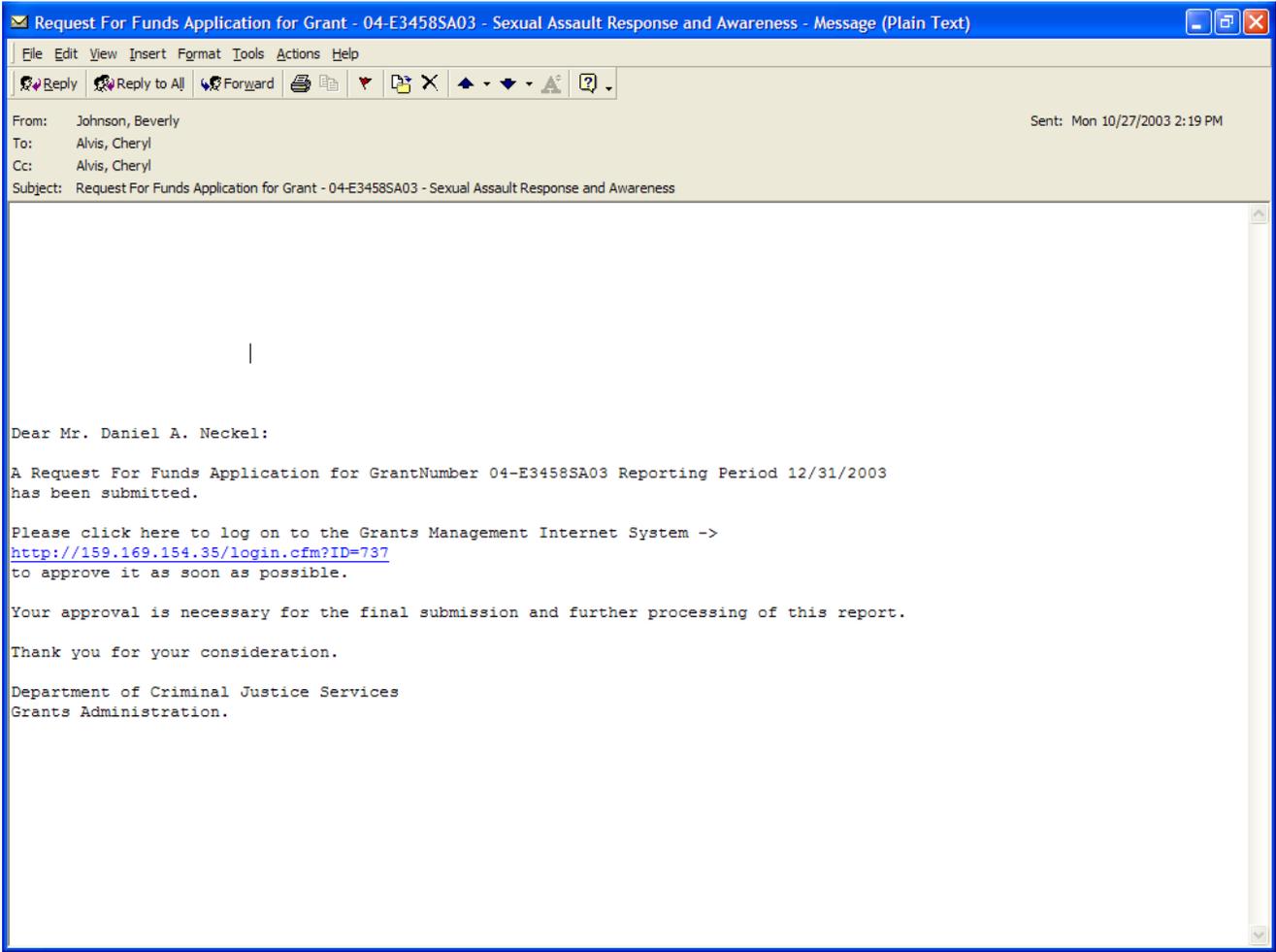


Figure 27 - Request For Funds Notification Email

### 8.2.2 Request For Funds Review and Approve/Deny

The Finance Officer will click on the link in the email which will open an internet browser window to the Grants Management Online Information System login screen. After the Finance Officer logs in, the submitted report or form will appear for their review. The Finance Officer will click “Approve” to submit to request to the DCJS or “Deny” to send an email response back to the user.

A copy of this report can be printed by clicking on the “Print Report” link at the top of this screen.

[Print Report](#)

**Request For Funds - Subgrants/Contracts**  
 Department of Criminal Justice Services  
 805 East Broad Street  
 10th Floor Richmond, Virginia 23219

Subgrant/Contract Number: 04-E3458SA03 Date of Request: 10/27/2003  
 Federal Identification Number: 54600110301  
 Period Covered by this Request: From: 07/01/2003 To: 12/31/2003

Subgrantee/Contractor Name	Alex. Sex. Assault Resp. & Awareness Prog	
Finance Officer Address 1:	City of Alexandria	
Finance Officer Address 2:	301 King Street	
Finance Officer Address 3:	Rm 1600	
Alexandria	VA	22314-

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts
Total Subgrantee Award (A)	85204.00	16835.00
Less: Payments Previously received (B)	.00	.00
(A-B) Available Amount of Award (C)	85204	16835
Less: Amount Now Requested (D)	42683.00	8220.00
(C-D) Remaining Grant Balance (E)	42521	8615

As of the following date: 10/27/2003 The Grant Program's Cash On Hand is: \$0.00

[Logout](#)

Figure 28 - Finance Officer Request for Funds Approval Screen

### 8.2.3 Request For Funds Application Approved

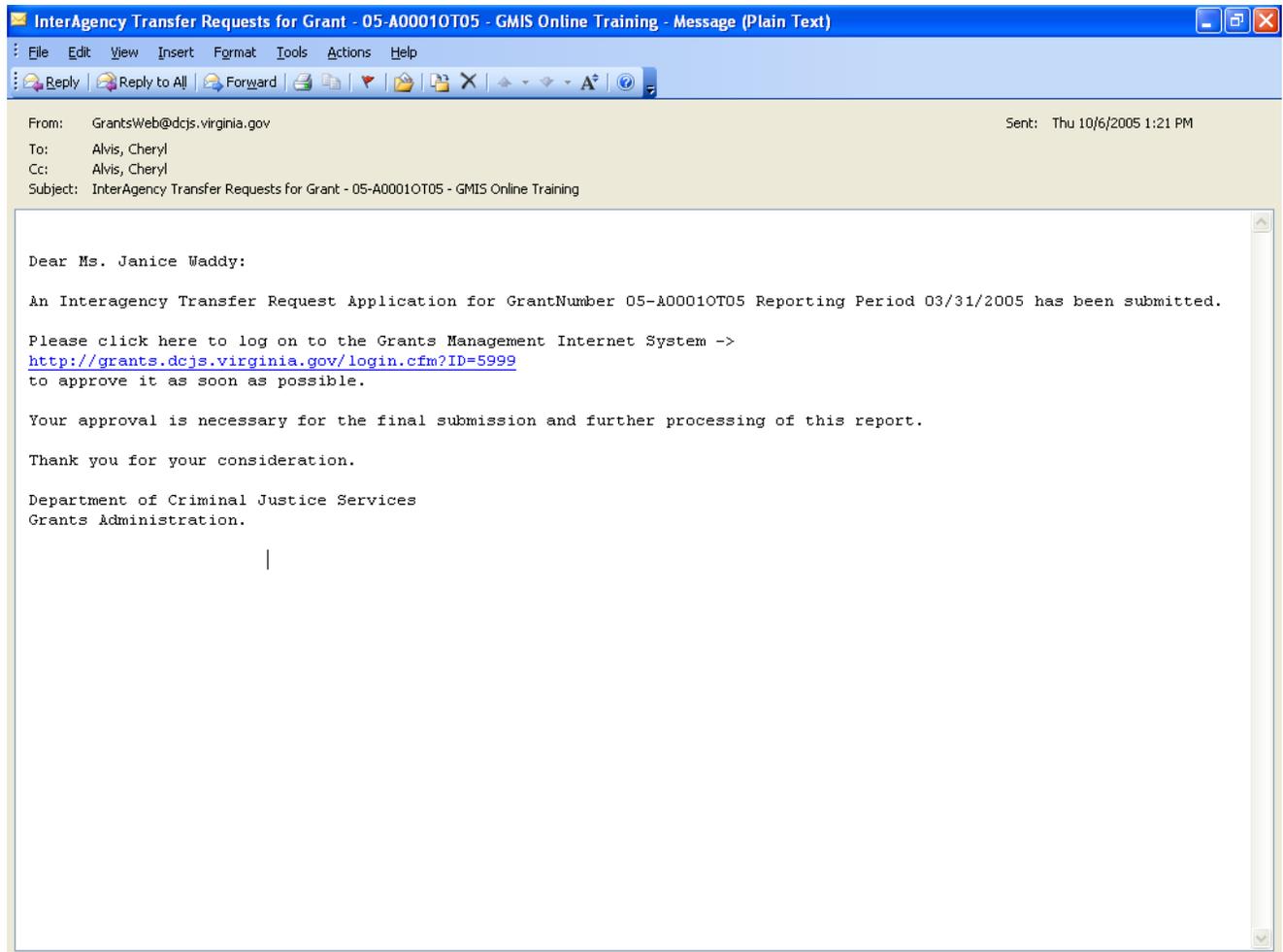
When the request has been approved, an approval notification will appear and the report will be automatically registered and waiting for approval by DCJS Grants Administration. The user must then log out if they need to re-enter GMIS Online. This screen will also appear if the report has been previously approved.



Figure 29 - Request for Funds Approved by Finance Officer

## 8.3 Interagency Transfer Request

### 8.4 Approval Email



## 8.5 Budget Amendments

### 8.5.1 Approval Email

If a user has submitted a Budget Amendment, an Approving Financial Officer must approve it. The Approving Finance Officer will receive an email to notify them of an amendment waiting for their approval. They must then click on the provided link in the email to approve or deny the Budget Amendment.

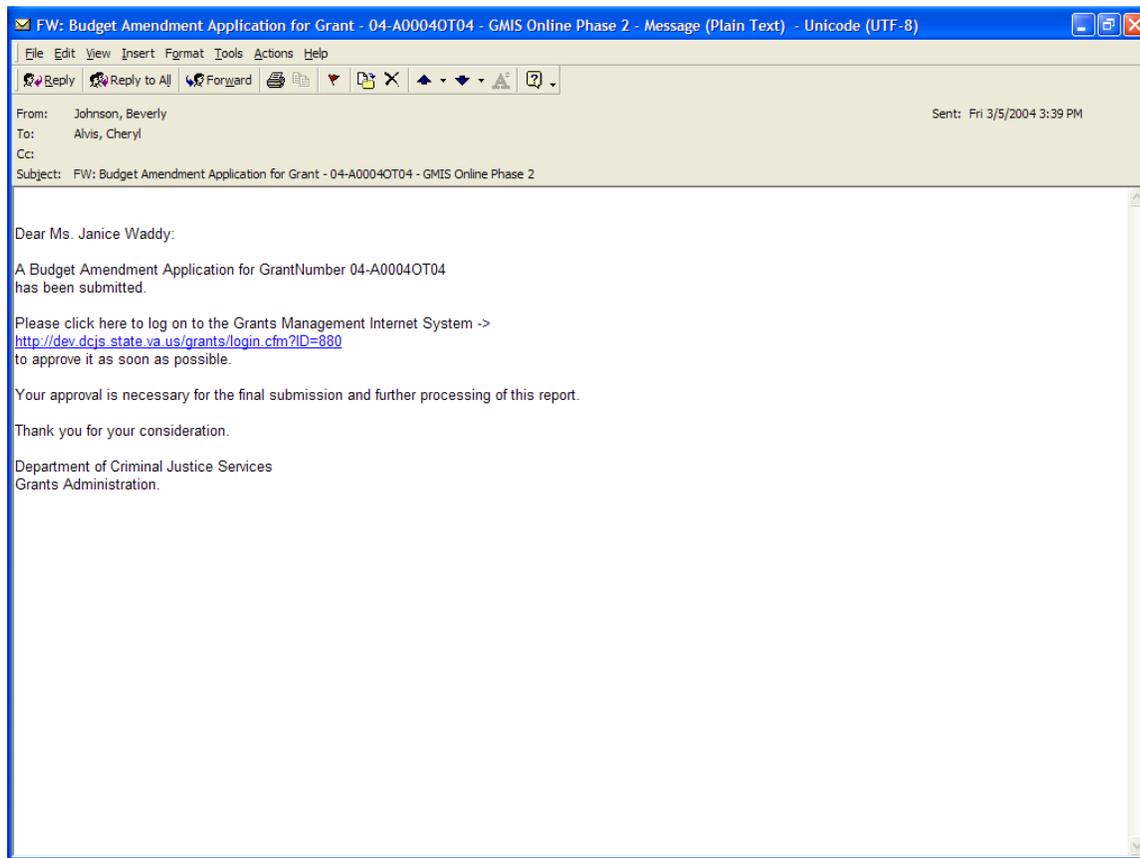


Figure 30 - Budget Amendment Notification Email

### 8.5.2 Budget Amendment Review and Approve/Deny

The Finance Officer will click on the link in the email which will open an internet browser window to the Grants Management Online Information System login screen. After the Finance Officer logs in, the submitted report or form will appear for their review. The Finance Officer will click “Approve” to submit to amendment to the Grant Monitor or “Deny” to send an email response back to the user.

The Budget Narrative file name submitted with the Budget Amendment application will appear below the amendment. Click on the narrative file name to open and view it.

A copy of this report can be printed by clicking on the “Print Report” link at the top of this screen.

**Budget Amendment Request**  
Department of Criminal Justice Services  
805 East Broad Street  
Richmond, VA 23219

<b>Subgrantee:</b> <a href="#">DEPOSIT CERTIFICATE</a>	<b>Grant Number:</b> 04-A0004OT04
<b>Title:</b> GMIS Online Phase 2	<b>Date:</b> 03-09-2004

LATEST APPROVED BUDGET					
Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	40,000.00	23,000.00	0.00	0.00	63,000.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	35,000.00	20,000.00	0.00	0.00	55,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

REVISED BUDGET REQUESTED					
Budget Categories	DCJS Funds		Subgrantee		Totals
	Federal	General	Cash	In Kind	
Consultant	0.00	0.00	0.00	0.00	0.00
Equipment	35,000.00	20,000.00	0.00	0.00	55,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Personnel	40,000.00	23,000.00	0.00	0.00	63,000.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

[Click here to view your Budget Narrative: Budget Amendment Narrative Text File.rtf](#)

[Logout](#)

Figure 31 - Finance Officer Budget Amendment Approval Screen

### 8.5.3 Budget Amendment Application Approved

When the Budget Amendment has been approved, an approval notification will appear and the application will be automatically registered and waiting for approval by the Grant Monitor. The user must then log out if they need to re-enter GMIS Online. This screen will also appear if the report has been previously approved.

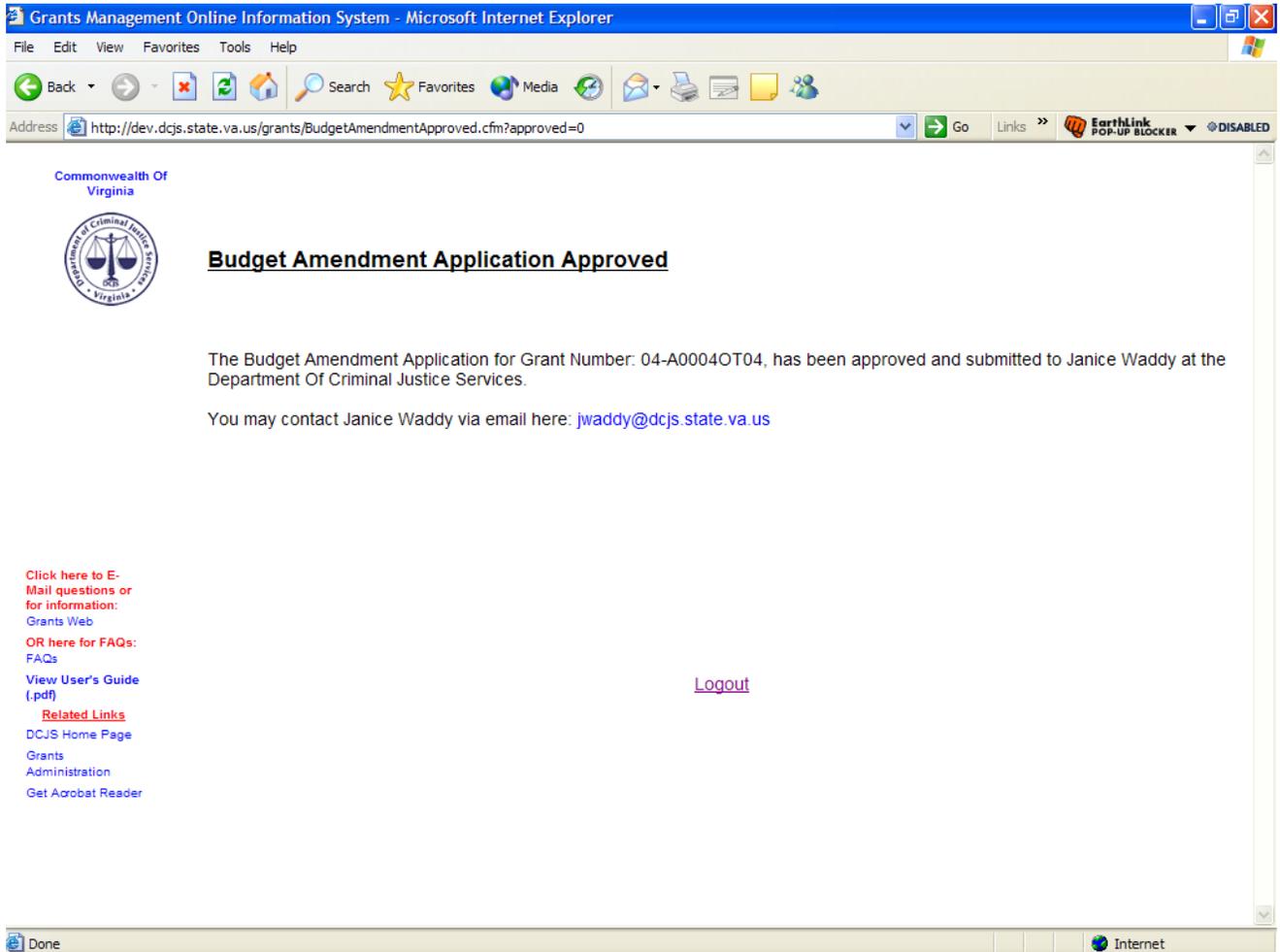


Figure 32 - Budget Amendment Approved by Finance Officer

### 8.5.4 Approval Email back to User

After the Finance Officer has approved the Budget Amendment, the initiating user will receive an email notifying them that the application has been approved and submitted to the Grant Monitor.

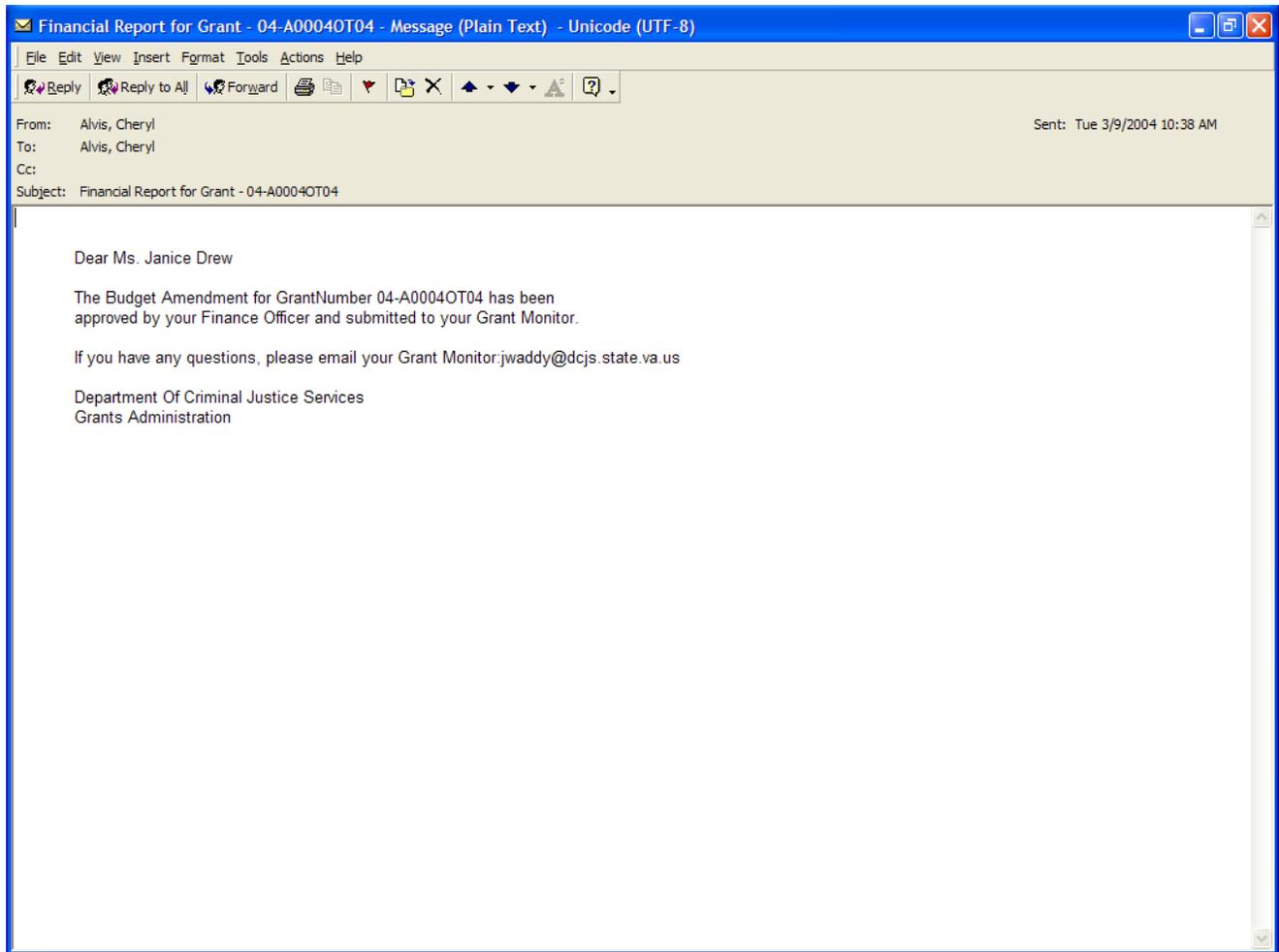


Figure 33 - Approved Budget Amendment Email from Finance Officer

## 8.5.5 Approval Email from Grants Administration to Financial Officer

After the Budget Amendment has been approved by both the DCJS Grant Monitor and DCJS Grants Administration, the following email will be sent to the Approving Finance Officer.

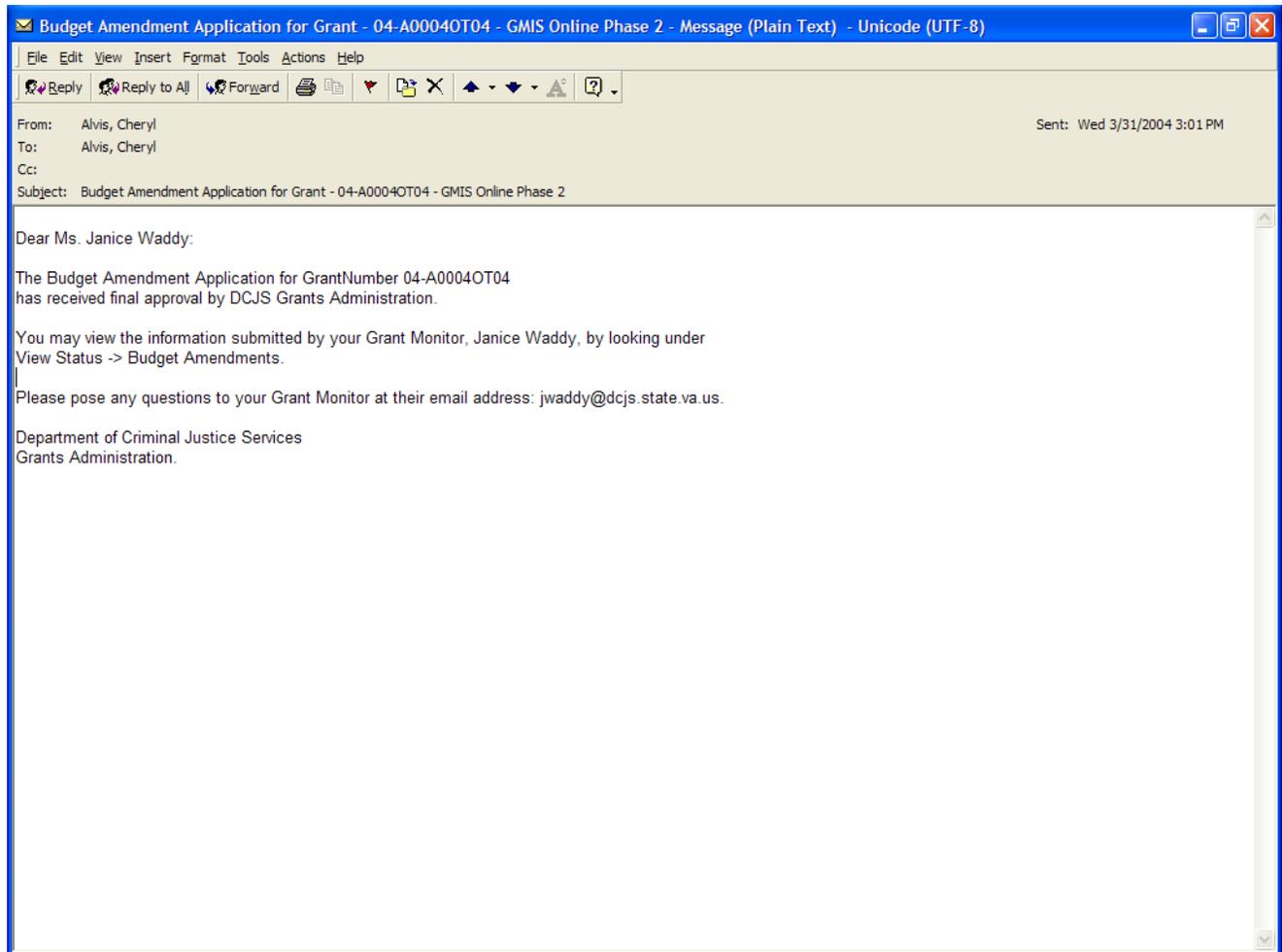


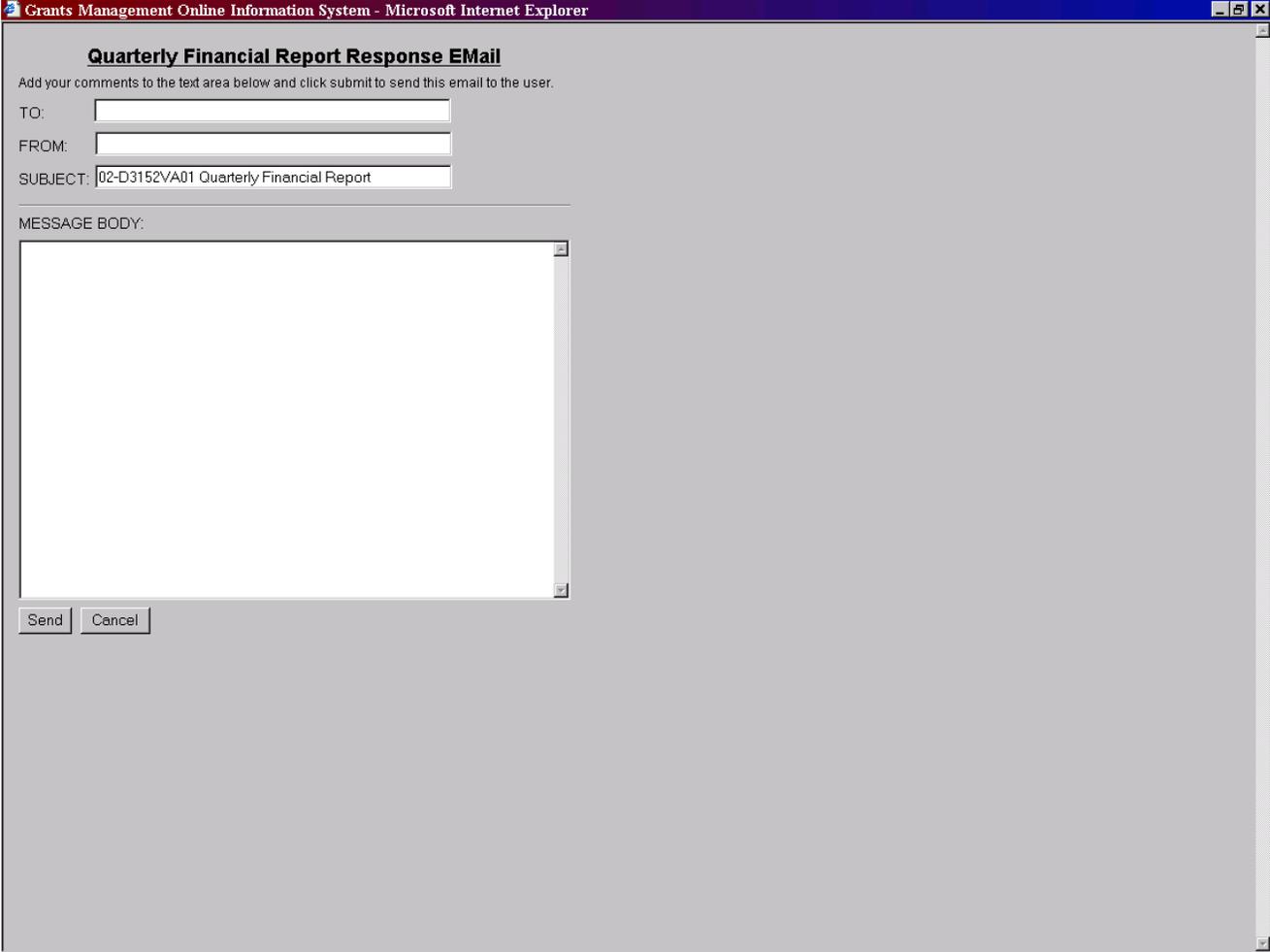
Figure 34 - Final Approval Email

## 9 Email Report Denial

### 9.1 Quarterly Financial Report Denial Email Response

If the Finance Officer does not approve the report and clicks on “Deny”, an email screen will open to send the user a response as to why the report was denied. A valid user email should be entered into the “TO:” box and the Finance Officers email entered into the “FROM:” box. The “SUBJECT:” is automatically filled in but can be changed.

Once a message to the user is entered, the Finance Officer will click “Send” to send the email to the originating user. This screen can be aborted by clicking “Cancel”.



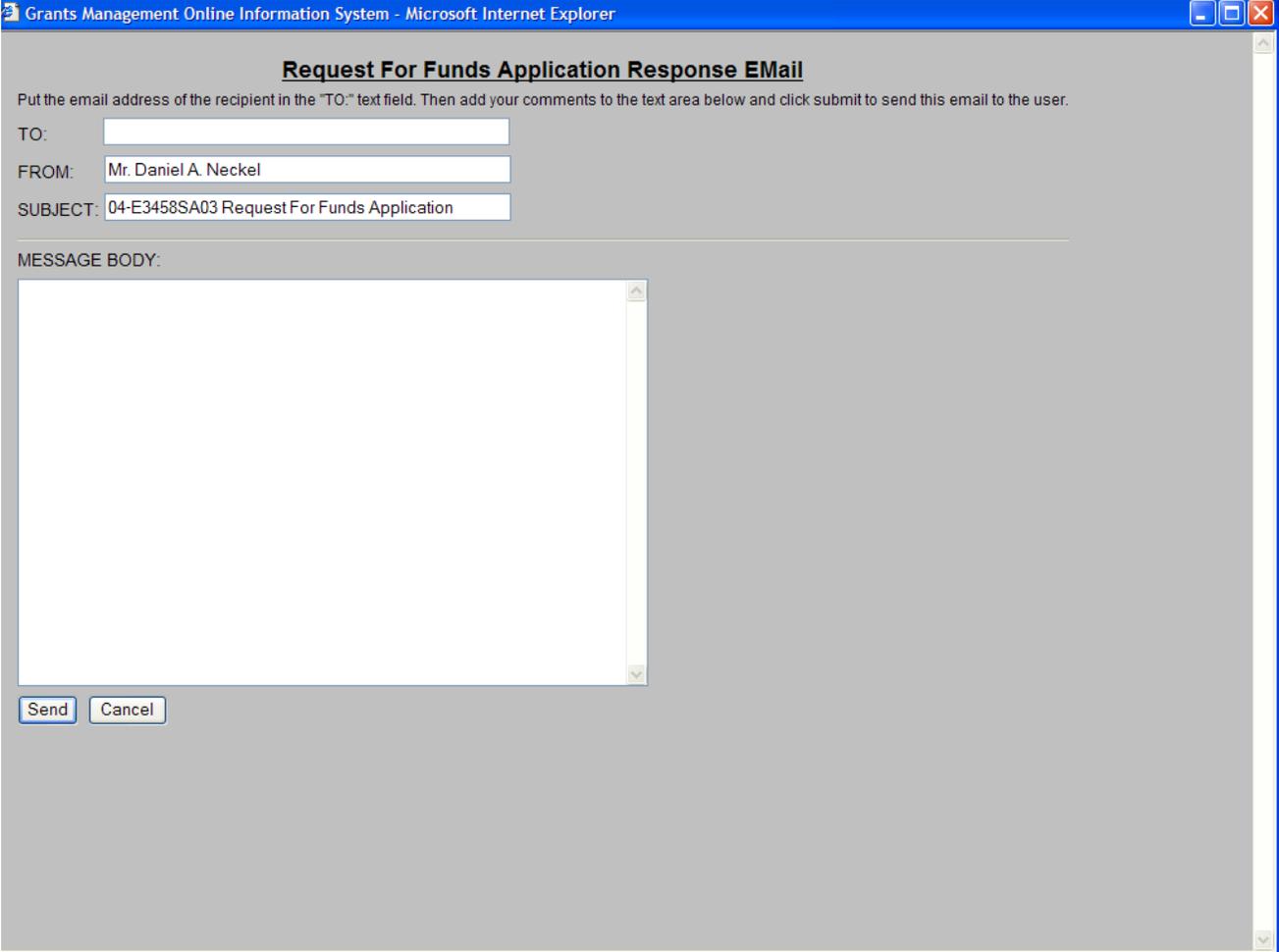
The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The main content area is titled "Quarterly Financial Report Response Email". Below the title, there is a instruction: "Add your comments to the text area below and click submit to send this email to the user." The form contains three input fields: "TO:" (empty), "FROM:" (empty), and "SUBJECT:" (pre-filled with "02-D3152VA01 Quarterly Financial Report"). Below these fields is a large text area labeled "MESSAGE BODY:" which is currently empty. At the bottom of the form, there are two buttons: "Send" and "Cancel".

Figure 35 - Email Quarterly Financial Report Denial

## 9.2 Request For Funds Denial Email Response

If the Finance Officer does not approve the request and clicks on “Deny”, an email screen will open to send the user a response as to why the report was denied. A valid user email should be entered into the “TO:” box and the Finance Officers email entered into the “FROM:” box. The “SUBJECT:” is automatically filled in but can be changed.

Once a message to the user is entered, the Finance Officer will click “Send” to send the email to the originating user. This screen can be aborted by clicking “Cancel”.



The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The main content area has a title "Request For Funds Application Response Email" and a sub-instruction: "Put the email address of the recipient in the 'TO:' text field. Then add your comments to the text area below and click submit to send this email to the user." Below this instruction are three input fields: "TO:" (empty), "FROM:" (containing "Mr. Daniel A. Neckel"), and "SUBJECT:" (containing "04-E3458SA03 Request For Funds Application"). A large text area labeled "MESSAGE BODY:" is positioned below the input fields. At the bottom left of the form are two buttons: "Send" and "Cancel".

Figure 36 – Email Request for Fund Denial

### 9.3 Budget Amendment Denial Email Response

If the Finance Officer does not approve the amendment and clicks on “Deny”, an email screen will open to send the user a response as to why the report was denied. A valid user email should be entered into the “TO:” box and the Finance Officers email entered into the “FROM:” box. The “SUBJECT:” is automatically filled in but can be changed.

Once a message to the user is entered, the Finance Officer will click “Send” to send the email to the originating user. This screen can be aborted by clicking “Cancel”.

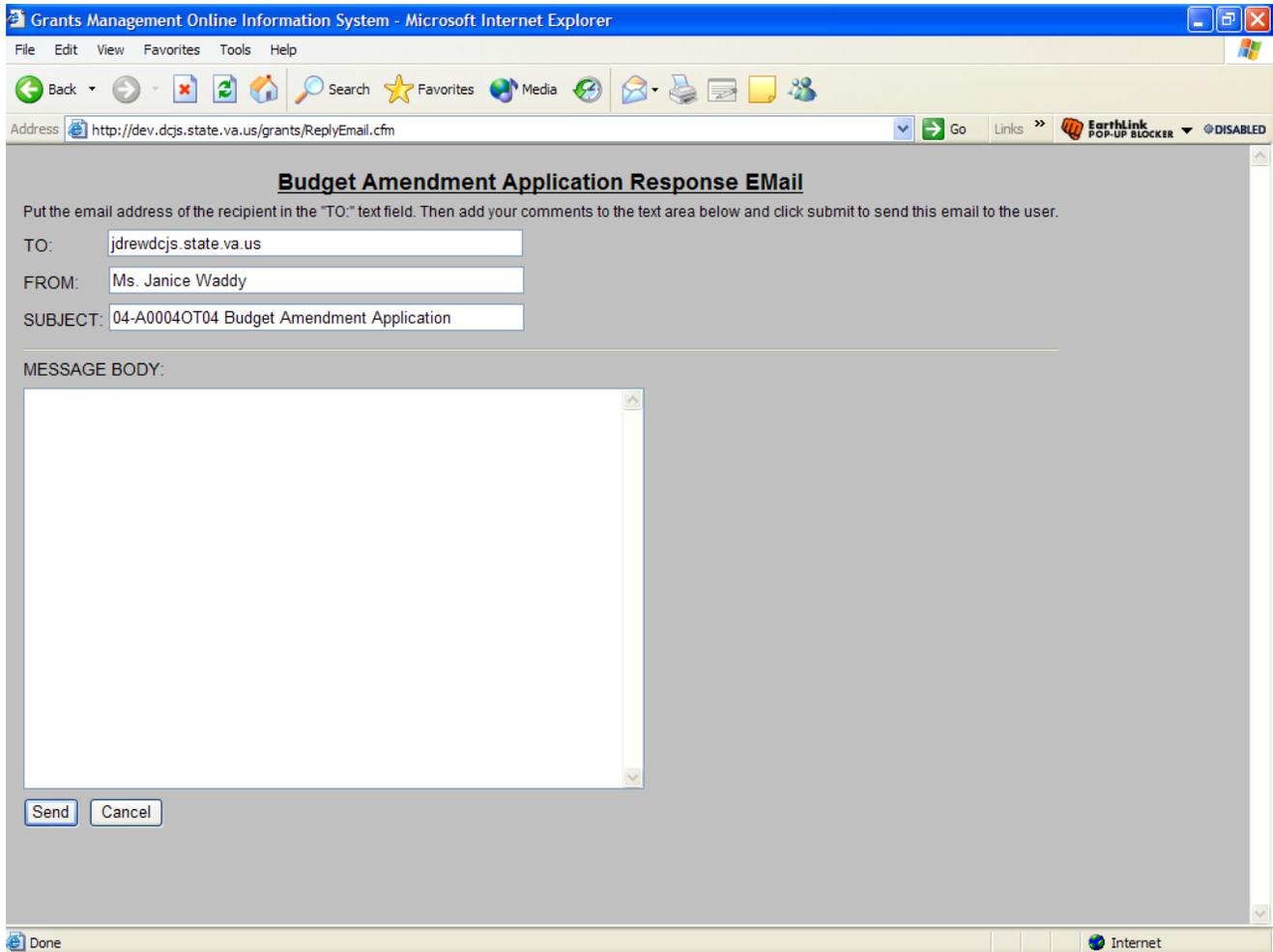


Figure 37 - Email Budget Amendment Denial

## 10 View Status

### 10.1 Quarterly Reports

To view a summarized listing of all Quarterly Financial Reports submitted, select “*View Status -> Quarterly Reports*” from the menu. All submitted Quarterly Financial reports, the total amounts from those reports, approval status, and revision status or date of revision are shown on this page.

If no Quarterly Financial Reports have been submitted, a message would appear on this screen stating that there have not been any Quarterly Financial Reports submitted for the selected Grant Number.

By clicking on the Reporting Period links, the financial report for the Report Period selected will be displayed for viewing only (Figure 17).

A copy of this form can be printed by clicking on the “Print Report” link at the top of this screen.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo, a "Print Form" link, and the title "Quarterly Financial Reports Submitted/Approved".

Grant Number: 02-B3659AD01      Project Name: Project SOAR

Grant Number:

**Menu**

- Applications
- View Budgets
- Quarterly Reporting
- View Status
- Help
- Return to Main Menu

**List of Submitted Reports for Grant Number 02-B3659AD01**

Reporting Period	Date Submitted	Total Expenses	Total Obligations	Approved	Revised Date
<a href="#">12/31/2001</a>	01/28/2002	18222.18	.00	Yes	Not Revised
<a href="#">03/31/2002</a>	04/16/2002	36847.20	3019.18	Yes	Not Revised
<a href="#">06/30/2002</a>	07/17/2002	25964.59	1257.98	Yes	2002-09-19 10:22:56

You may view a submitted Financial report by clicking on a Reporting Period.

All Quarterly Financial Reports submitted for this Grant appear on this screen.  
Contact Grants Administration for further information.

Click here to E-Mail questions or for information: [Grant Web](#)  
View User's Guide (.pdf)  
[Related Links](#)  
DCJS Home Page  
Grant Administration  
Get Acrobat Reader

Figure 38 - Quarterly Financial Report Status

A copy of the Quarterly Financial Report report can be printed by clicking on the "Print Report" link at the top of this screen.

To return back to this page, click the "Go Back" button at the bottom of this screen.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia



[Print Report](#)

### Quarterly Financial Report

Status: Approved

<b>Grant Number</b> 04-A0004OT04	<b>Subgrantee</b> DEPOSIT CERTIFICATE	<b>Project Title</b> GMIS Online Phase 2
<b>Reporting Period</b> 09/30/2003	<b>Final Report</b> No	<b>Report Date</b> 01/06/2004
		<b>Date Project Completed</b>

**Grant Number:**  
04-A0004OT04

**Menu**

- [Applications](#)
- [View Budgets](#)
- [Quarterly Reporting](#)
- [View Status](#)
- [Help](#)
- [Return to Main Menu](#)

Quarterly Expenditures				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$27,650.00	\$18,445.00	\$0.00	\$46,095.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$17,500.00	\$10,480.00	\$0.00	\$27,980.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$45,150.00</b>	<b>\$28,925.00</b>	<b>\$0.00</b>	<b>\$74,075.00</b>

Grant Obligations this Quarter				
Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	State		
Personnel	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

[Click here to E-Mail questions or for information: Grants Web](#)  
[OR here for FAQs: FAQs](#)  
[View User's Guide \(.pdf\)](#)  
[Related Links](#)  
[DCJS Home Page](#)  
[Grants Administration](#)  
[Get Acrobat Reader](#)

Cash On Hand this Quarter			
	Federal	State	Total Program
<b>Cash On Hand</b>	(\$45,150.00)	(\$28,925.00)	(\$74,075.00)

Figure 39 - Quarterly Financial Report Status View

Grants Management Online Information System - Microsoft Internet Explorer

**Commonwealth Of Virginia**



[Print Report](#)

This is your Grant Expenses-To-Date Cumulative Expenses, Obligations, and Cash On Hand. If the totals on this page are incorrect, click on the Revise button at the bottom of the page and check the Quarterly data you entered.  
Federal Voucher - 0

**Grant Expenses-To-Date Cumulative Verification Report**

<b>Grant Number</b>	<b>Reporting Period</b>	<b>Project Title</b>
04-A0004OT04	09/30/2003	GMIS Online Phase 2
<b>Report Date</b>	<b>Project Completed</b>	<b>Final Report</b>
<input type="text" value="01/06/2004"/>	<input type="text"/>	<input type="text" value="No"/>

Status: Approved

**Grant Expenses-To-Date**

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Consultant	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="17500.00"/>	<input type="text" value="10480.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$27,980.00"/>
Indirect Cost	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Personnel	<input type="text" value="27650.00"/>	<input type="text" value="18445.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$46,095.00"/>
Supplies/Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Travel	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
<b>Total</b>	<input type="text" value="45150.00"/>	<input type="text" value="28925.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$74,075.00"/>

**Grant Obligations as of this Reporting Period**

Budget Categories	DCJS Funds		Subgrantee Match	Total Program
	Federal	General		
Consultant	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Equipment	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Indirect Cost	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Personnel	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Supplies/Other	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
Travel	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>
<b>Total</b>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="\$0.00"/>

**Cash On Hand for this Reporting Period**

	Federal	State	Total Program
<b>Cash On Hand</b>	<input type="text" value="-45150.00"/>	<input type="text" value="-28925.00"/>	<input type="text" value="(\$74,075.00)"/>

**Grant Number:**

**Menu**

- [Applications](#)
- [View Budgets](#)
- [Quarterly Reporting](#)
- [View Status](#)
- [Help](#)
- [Return to Main Menu](#)

[Click here to E-Mail questions or for information: Grants Web](#)  
[OR here for FAQs: FAQs](#)  
[View User's Guide \(.pdf\)](#)  
[Related Links](#)  
[DCJS Home Page](#)  
[Grants Administration](#)  
[Get Acrobat Reader](#)

Figure 40 - YTD Financial Report Status

## 10.2 Vouchers

A listing of all voucher requests that have been approved and sent out can be viewed by selecting "View Status -> Vouchers" from the menu. The Reporting Period of the Voucher, date of the voucher request, amount of the voucher (broken down by Federal and State), approval status, and date of the Batch submitted are listed here. If a voucher request has been denied, an explanation will be given in the Reason column.

Commonwealth Of Virginia

[Print Form](#)

Vouchers Approved/Disbursed

Grant Number: 04-A0004OT04 Project Name: GMIS Online Phase 2

Total Budget: Federal - \$ 75,000.00 State - \$ 43,000.00

Total Funds Available: Federal - \$ 75,000.00 State - \$ 43,000.00

Reporting Period	Date of Request	Requested Federal	Requested General	Approved	Batch Date	Reason
<u>09/30/2003</u>	02/24/2004	45000.00	28000.00	No	Not Processed	To Be Reviewed

All funding requests submitted for this Grant appear on this screen.  
Contact Grants Administration for further information.

[Click here to E-Mail questions or for information: Grants Web](#)  
[OR here for FAQs: FAQs](#)  
[View User's Guide \(.pdf\)](#)  
[Related Links](#)  
[DCJS Home Page](#)  
[Grants Administration](#)  
[Get Acrobat Reader](#)

Figure 41 - Vouchers Paid View

If a Request For Funds was filed in GMIS Online, the request may be viewed by clicking on the Reporting Period link. If a request was made prior to the release of Phase 2 of GMIS Online, an alert will appear on the screen after clicking on the Reporting Period link.

A copy of this form can be printed by clicking on the "Print Report" link at the top of this screen.

The screenshot displays the 'Request For Funds - Subgrants/Contracts' page in the Grants Management Online Information System. The page header includes the Commonwealth of Virginia logo and the Department of Criminal Justice Services address. The report details for grant number 04-A0004OT04 are as follows:

- Status: To Be Reviewed
- Subgrant/Contract Number: 04-A0004OT04
- Date of Request: 02/24/2004
- Federal Identification Number: 0000000000
- Period Covered by this Request: From: 07/01/2003 To: 09/30/2003
- Subgrantee/Contractor Name: DEPOSIT CERTIFICATE
- Finance Officer Address 1: 805 East Broad Street
- Finance Officer Address 2: (empty)
- Finance Officer Address 3: (empty)
- City: Richmond, State: VA, Zip: 23219

A summary table shows the following amounts:

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts
Total Subgrantee Award (A)	75000.00	43000.00
Less: Payments Previously received (B)	0.00	0.00
(A-B) Available Amount of Award (C)	75000	43000
Less: Amount Now Requested (D)	45000.00	28000.00
(C-D) Remaining Grant Balance (E)	30000	15000

Additional information includes the date 09/30/2003 and the Grant Program's Cash On Hand is \$0.00. A 'Go Back' button is present at the bottom of the report area.

Figure 42 - Request For Funds Status

If no voucher requests have been received by Grants Administration or entered, a message will appear on this screen to alert the user.

Grants Management Online Information System - Microsoft Internet Explorer

Commonwealth Of Virginia

[Print Report](#)

Request For Funds - Subgrants/Contracts  
Department of Criminal Justice Services  
805 East Broad Street  
10th Floor Richmond, Virginia 23219

*The reporting period you have selected was not originally entered online and cannot be viewed here.*

Grant Number:  
04-E3460SA03

Menu

- Applications
- View Budgets
- Quarterly Reporting
- View Status
- Help
- Return to Main Menu

Click here to E-Mail questions or for information: Grants Web  
OR here for FAQs: FAQs  
View User's Guide (.pdf)  
[Related Links](#)  
DCJS Home Page  
Grants Administration  
Get Acrobat Reader

Figure 43 - Request for Funds filed prior to Phase 2

### 10.3 Budget Amendments

To find out the status of an entered Budget Amendment, select View Status -> Budget Amendment from the menu. This screen will list all amendments that have been saved or submitted and the approval status.

The Budget Narrative file name will be listed with each amendment. If the narrative file is highlighted and underlined in blue, it will be available to view online from here. If not, DCJS has not converted the file yet and you may come back later to view it.

To view the comments for a selected amendment, click on the “View” button under comments. This will display the comments submitted by the Grant Monitor or DCJS for that amendment.

To view the submitted Budget Amendment, click on the Date of Amendment.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo and the Department of Criminal Justice Services seal. A navigation menu on the left lists options like "Applications", "View Budgets", "Quarterly Reporting", "View Status", "Help", and "Return to Main Menu". The main content area is titled "Budget Amendments" and displays the following information:

Grant Number: 04-A0004OT04      Project Name: GMS Online Phase 2

Date Of Amendment	Status	Budget Narrative	Comments
<a href="#">03/09/2004</a>	Approved	<a href="#">Budget Narrative: Budget Amendment Narrative Text File.rtf</a>	<input type="button" value="View"/>

Below the table is a "Comment History" section with the following entry:

Comment History	
Budget narrative does not explain change on equipment.	grantsadmin

At the bottom of the page, there are several links: "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 44 - Budget Amendment Status

This screen will display the submitted Budget Amendment that was selected from the status screen. No revisions can be made here.

The Budget Narrative file name submitted with this application will be shown at the bottom. If the narrative file is highlighted and underlined in blue, it will be available to view online from here. If not, DCJS has not converted the file yet and you may come back later to view it.

Clicking on the "Print Report" link in the upper left corner may print a copy of this application.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page header includes the Commonwealth of Virginia logo and the Department of Criminal Justice Services logo. A "Print Report" link is visible in the top left. The main content area displays a "Budget Amendment Request" for the Department of Criminal Justice Services, located at 805 East Broad Street, Richmond, VA 23219. Below this, a box contains the following information: Subgrantee: DEPOSIT CERTIFICATE, Grant Number: 04-A0004OT04, Title: GMIS Online Phase 2, and Date: 03-09-2004. The page features two tables: "LATEST APPROVED BUDGET" and "REVISED BUDGET REQUESTED". Both tables compare budget categories (Personnel, Consultant, Travel, Equipment, Indirect Cost, Supplies/Other, Total Project) across DCJS Funds (Federal, General) and Subgrantee (Cash, In Kind) to a Total Program or Totals column. The "LATEST APPROVED BUDGET" table shows a total project value of 118,000.00. The "REVISED BUDGET REQUESTED" table shows a total project value of 118,000.00. A "Return" button is located at the bottom of the page. On the left side, there is a "Menu" with options like Applications, View Budgets, Quarterly Reporting, View Status, Help, and Return to Main Menu. At the bottom left, there are links for "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", and "Related Links". At the bottom center, there is a link for "Budget Narrative File: Budget Amendment Narrative Text File.tif".

**Budget Amendment Request**  
 Department of Criminal Justice Services  
 805 East Broad Street  
 Richmond, VA 23219

Subgrantee: DEPOSIT CERTIFICATE Grant Number: 04-A0004OT04  
 Title: GMIS Online Phase 2 Date: 03-09-2004

Budget Categories	DCJS Funds		Subgrantee		Total Program
	Federal	General	Cash	In Kind	
Personnel	45,000.00	28,000.00	0.00	0.00	73,000.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	30,000.00	15,000.00	0.00	0.00	45,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

Budget Categories	DCJS Funds		Subgrantee		Totals
	Federal	General	Cash	In Kind	
Personnel	40,000.00	23,000.00	0.00	0.00	63,000.00
Consultant	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	35,000.00	20,000.00	0.00	0.00	55,000.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00
Supplies/Other	0.00	0.00	0.00	0.00	0.00
<b>Total Project</b>	<b>75,000.00</b>	<b>43,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>118,000.00</b>

[Budget Narrative File: Budget Amendment Narrative Text File.tif](#)

[Return](#)

Figure 45 - Budget Amendment Status View

### 10.4 Progress Reports

This screen displays a listing of all Progress Reports filed with DCJS. If the user should received a Request for Funds Denial due to Progress or Financial Reports not being filed, they can look here to see if DCJS has received the Progress Report.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the Commonwealth of Virginia logo and the text "Progress Reports for 04-A0004OT04". A table displays the following data:

Reporting Period	Date Received
2003-09-30 00:00:00.0	01/04/2004

Below the table is a "Return" button. On the left side, there is a "Grant Number:" field containing "04-A0004OT04" and a "Menu" section with links for "Applications", "View Budgets", "Quarterly Reporting", "View Status", "Help", and "Return to Main Menu". At the bottom left, there are several links: "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 46 - Progress Reports

## 10.5 Special Conditions

The Special Conditions screen lists all conditions posed on the grant that must be met before any funds can be requested. If your Grant Monitor has added an Override Date, the grant will be allowed funds until that date. The Override Date (if any) will appear below the listing of Special Conditions.

The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the logo of the Commonwealth of Virginia Department of Criminal Justice Services and the title "Special Conditions for 04-A0004OT04".

Condition Number	Condition Description	Condition Met	Date Condition Met
1	Must submit an Itemized Budget	No	
2	Must submit a Plan for Deployment	Yes	07/28/2003

Below the table is a "Return" button. On the left side, there is a "Grant Number:" field containing "04-A0004OT04" and a "Menu" section with the following items: Applications, View Budgets, Quarterly Reporting, View Status, Help, Return to Main Menu. At the bottom left, there are several links: "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 47 - Special Conditions

## 11 Logins/Passwords

### 11.1 Invalid Login/Password

If a user fails enter a correct User Name or Password, they will be notified to check their login and try again. If the user has forgotten their login, they will have to contact Grants Administration to reset their password. Due to security reasons, Grants Administration cannot tell a user their current password.

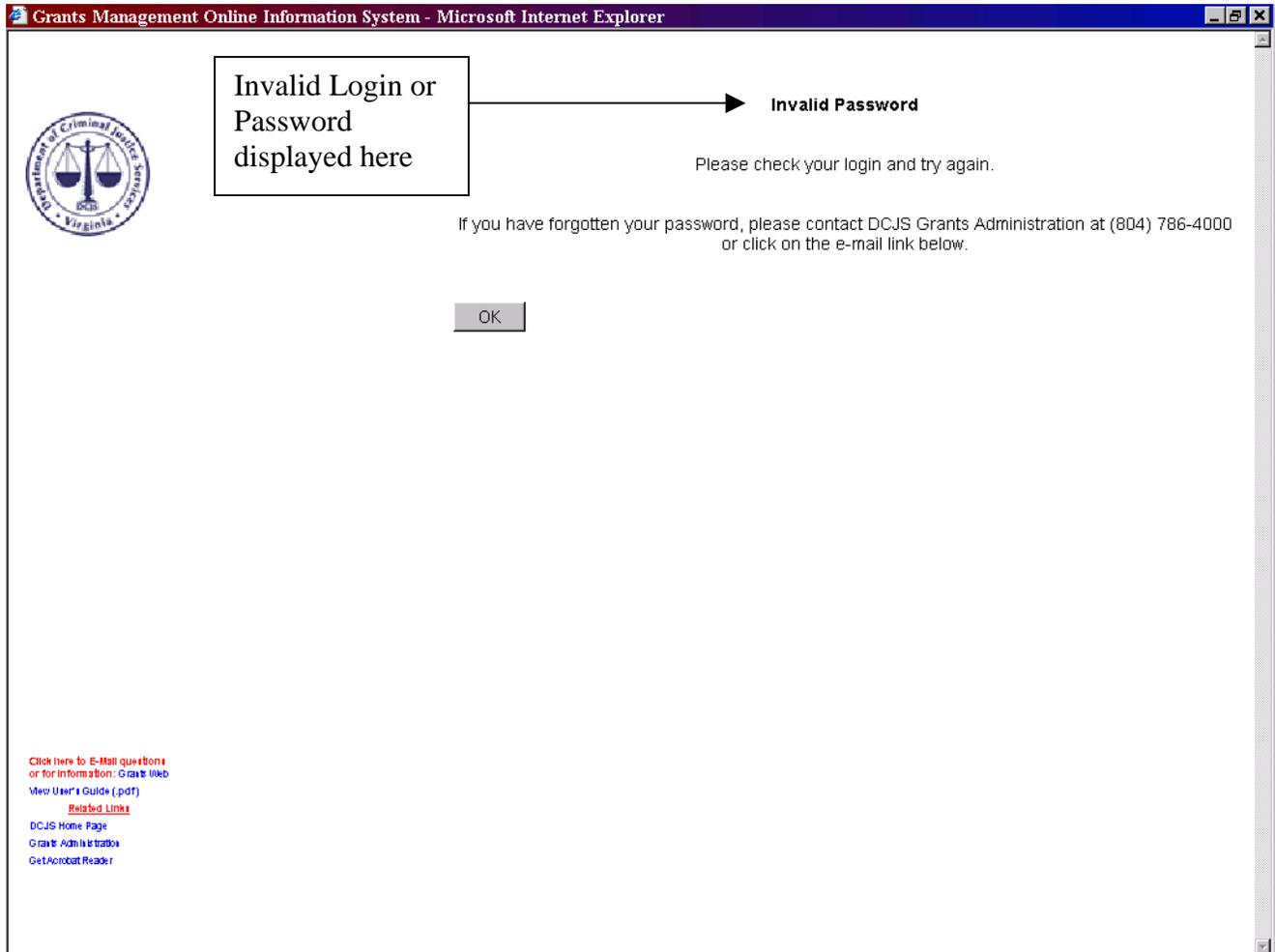


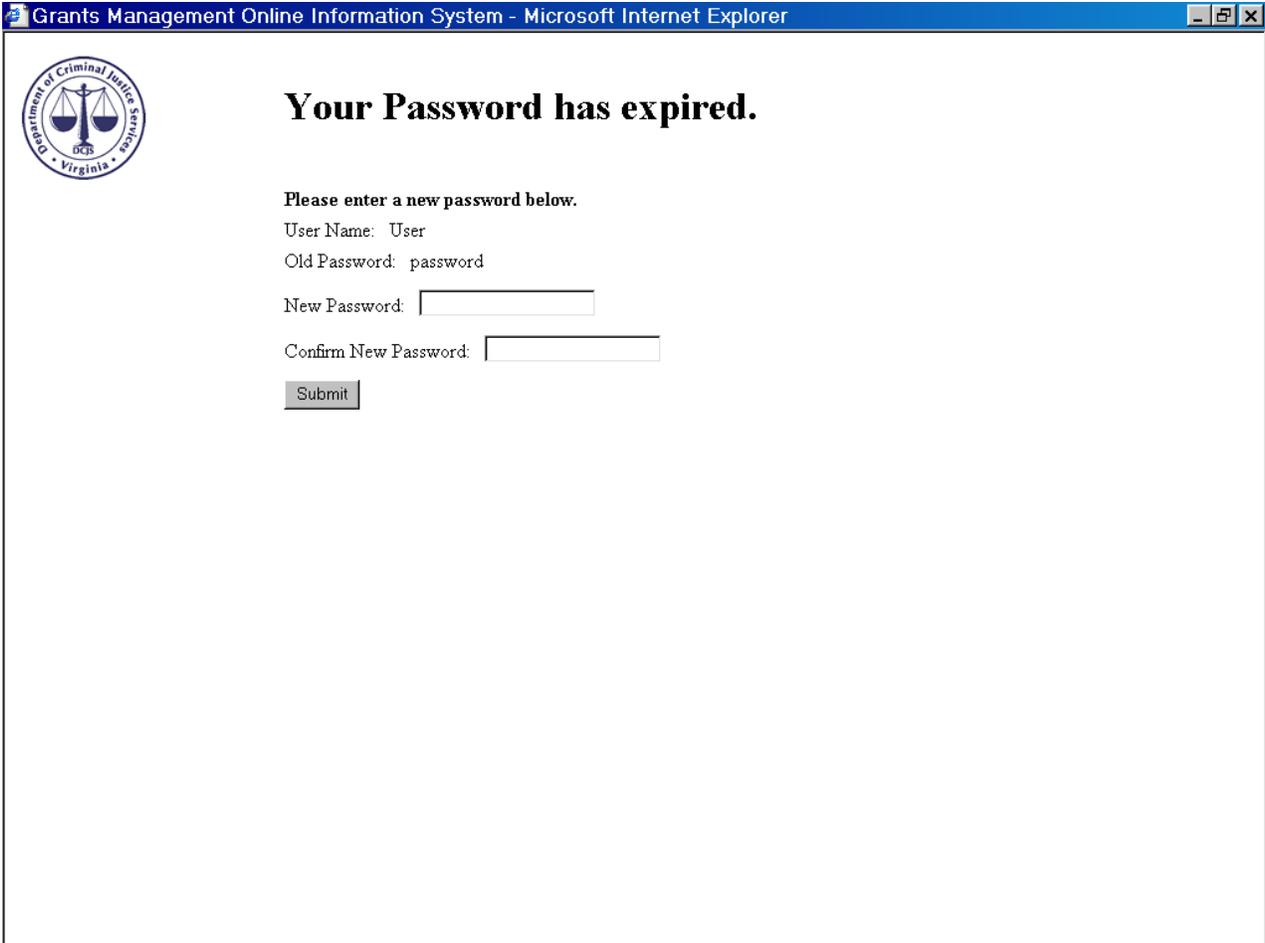
Figure 48 - Invalid Login

## 11.2 Password Expiration

User passwords for the GMIS Online system are automatically set to expire fifteen months after they are created. The screen below will notify users when their passwords expire and allow them to create a new password. The first time users access GMIS Online; this screen will appear stating that their password must be changed.

All users are responsible for maintaining and remembering their passwords. If a user forgets their password, they must contact Grants Administration to have a new password created. \*\*\*Note: Once a password is created by Grants Administration, it will expire the first time it is used to access GMIS Online and the user will be notified to create a new password via the password expiration page.

If new users must be granted access, send an email to Grants Administration, [GrantsWeb@dcjs.virginia.gov](mailto:GrantsWeb@dcjs.virginia.gov), at the Virginia Commonwealth Department of Criminal Justice Services with the user's name and locality to have an account created.



Grants Management Online Information System - Microsoft Internet Explorer

 **Your Password has expired.**

Please enter a new password below.

User Name: User  
Old Password: password

New Password:

Confirm New Password:

Figure 49 - Password Expired

### 11.3 Password Rules

The following password rules are standard rules. Please adhere to them to ensure the security of the Grants data for all localities.

- All passwords must be a length of 5 or greater alphanumeric characters.
- A password should be something that is easy for the user to remember, but not for someone else to figure out.
- If you must write down the password, keep it in a secure place so that no one else can find and use it.
- New passwords must be different from old passwords. In other words, old passwords cannot be reused two times in a row.
- Confirm password entries must be identical to new password entries.
- All users are responsible for their own passwords. If your password must be shared, be sure it is with someone that is allowed to use the application.
- If a user forgets their password they must request a new password via [email](mailto:GrantsWeb@dcjs.virginia.gov) to DCJS Grants Administration, [GrantsWeb@dcjs.virginia.gov](mailto:GrantsWeb@dcjs.virginia.gov). Grants Administration cannot tell a user their current password. The e-mail must contain the user's name, login name, and locality.

Once passwords are changed correctly, a confirmation page will open stating that the user's password has been updated. The user will then be redirected back to the login page to login to GMIS Online with their new password.

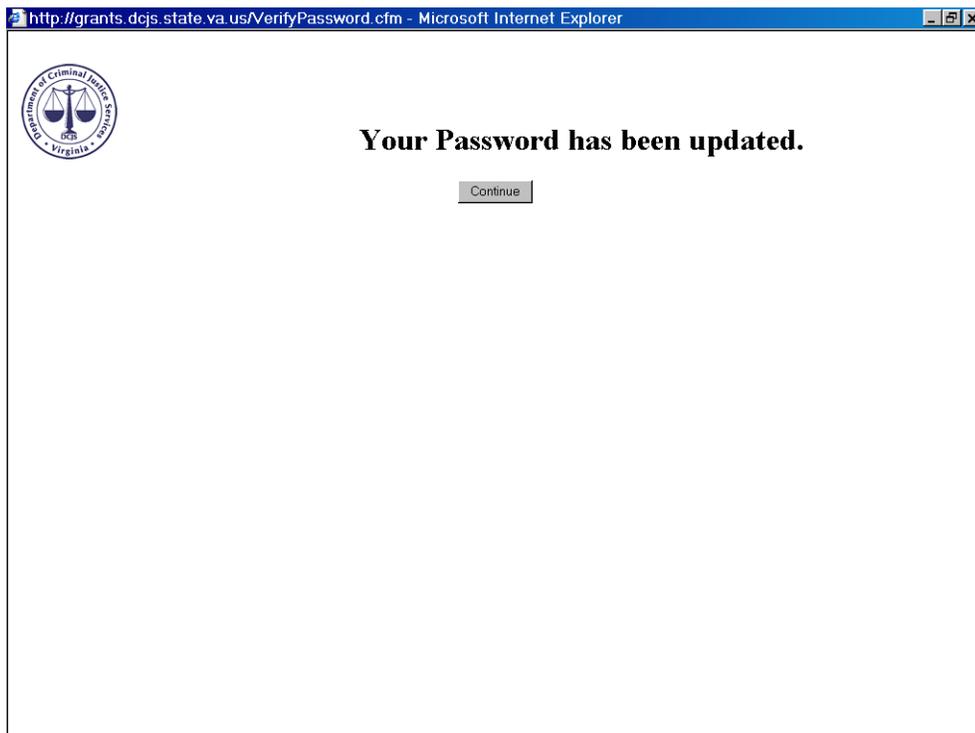


Figure 50 - Password Change Successful

## 12 Error Pages

### 12.1 Grant Number Entered Is Invalid

If a Grant Number entered into the GMIS Online Home Page does not exist, an error page will open to notify the user. Clicking the “*Return to Main Menu*” button will send the user back to the home page to reenter a valid Grant Number.



Figure 51 - Invalid Grant Number Entered

## 12.2 Permission for Grant Access

However, the user will receive a permissions error if they are not authorized to view the entered grant number. This is to ensure that all users are able to view and modify ONLY their localities grants.

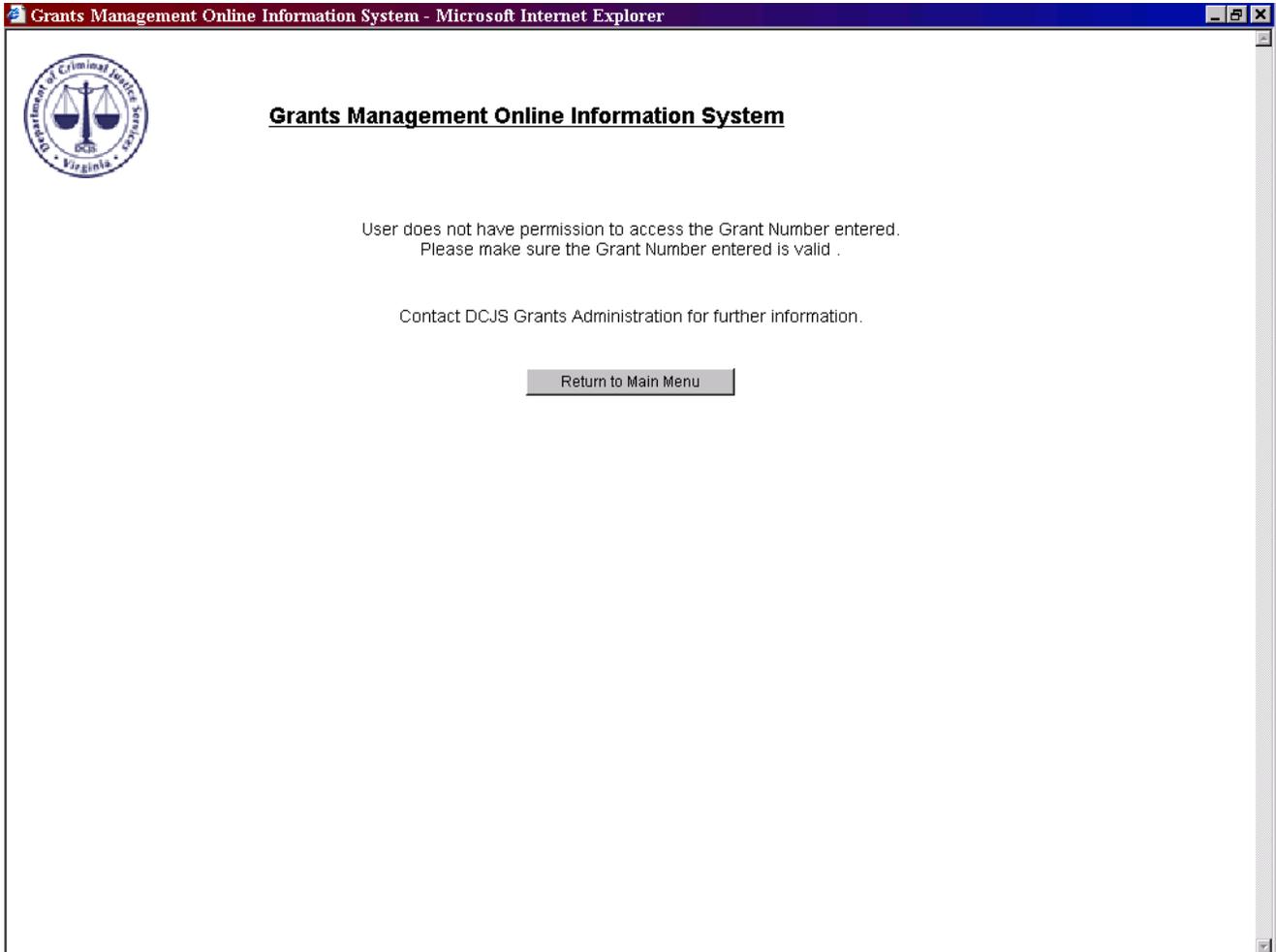


Figure 52 - Permission to Access Grant Number Denied

### 12.3 Final Quarterly Report Submitted

If a user selects to enter a new quarterly report but a final quarterly report has been submitted for the selected Grant Number, the error page below will appear notifying the user that new quarterly reports may *NOT* be submitted. If new quarterly reports must be entered, then the submitted final report should be revised and the checkmark beside “*Final*” removed. This will allow users to enter new reports for the Grant. Only existing reports may be revised.

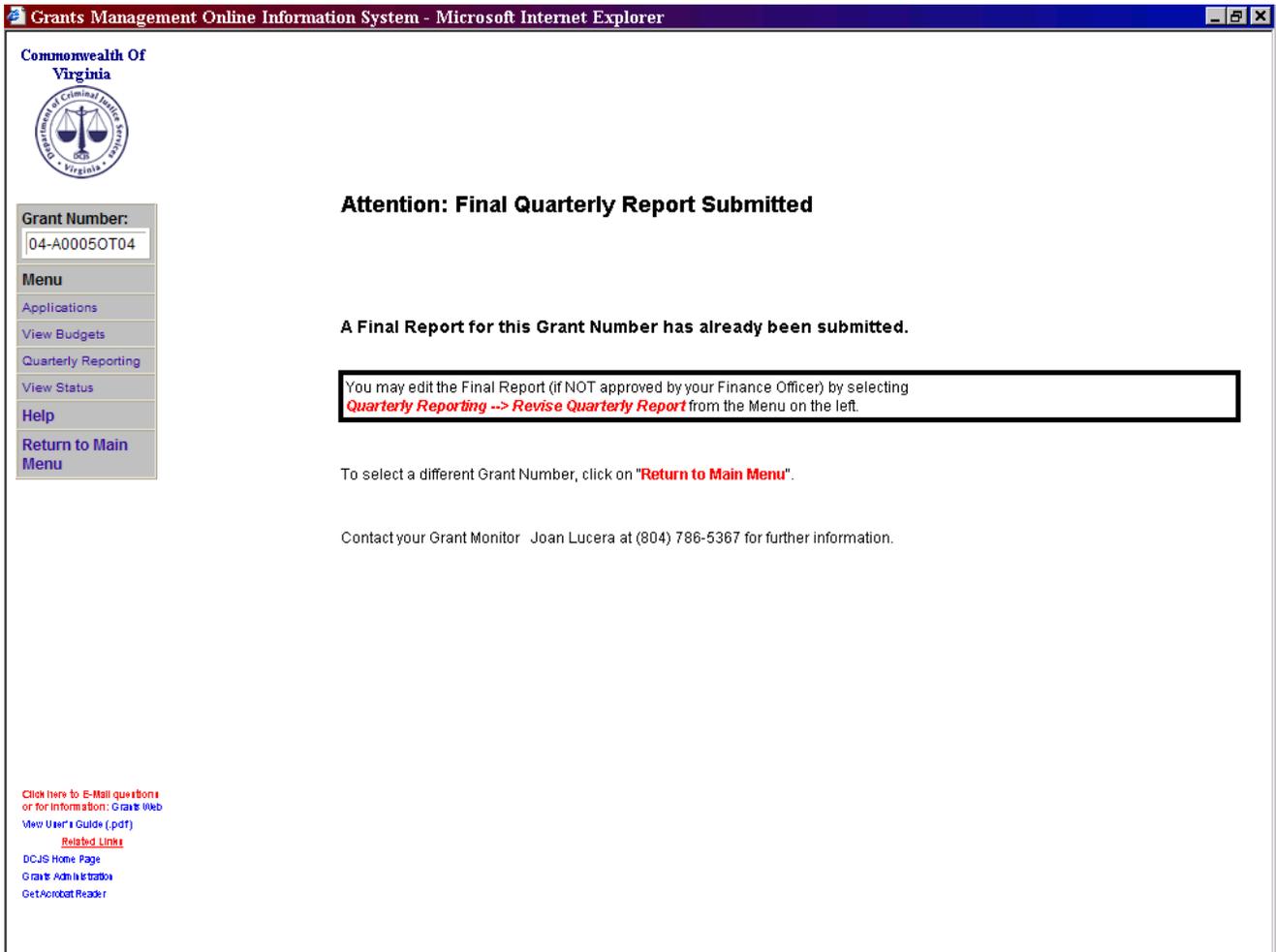


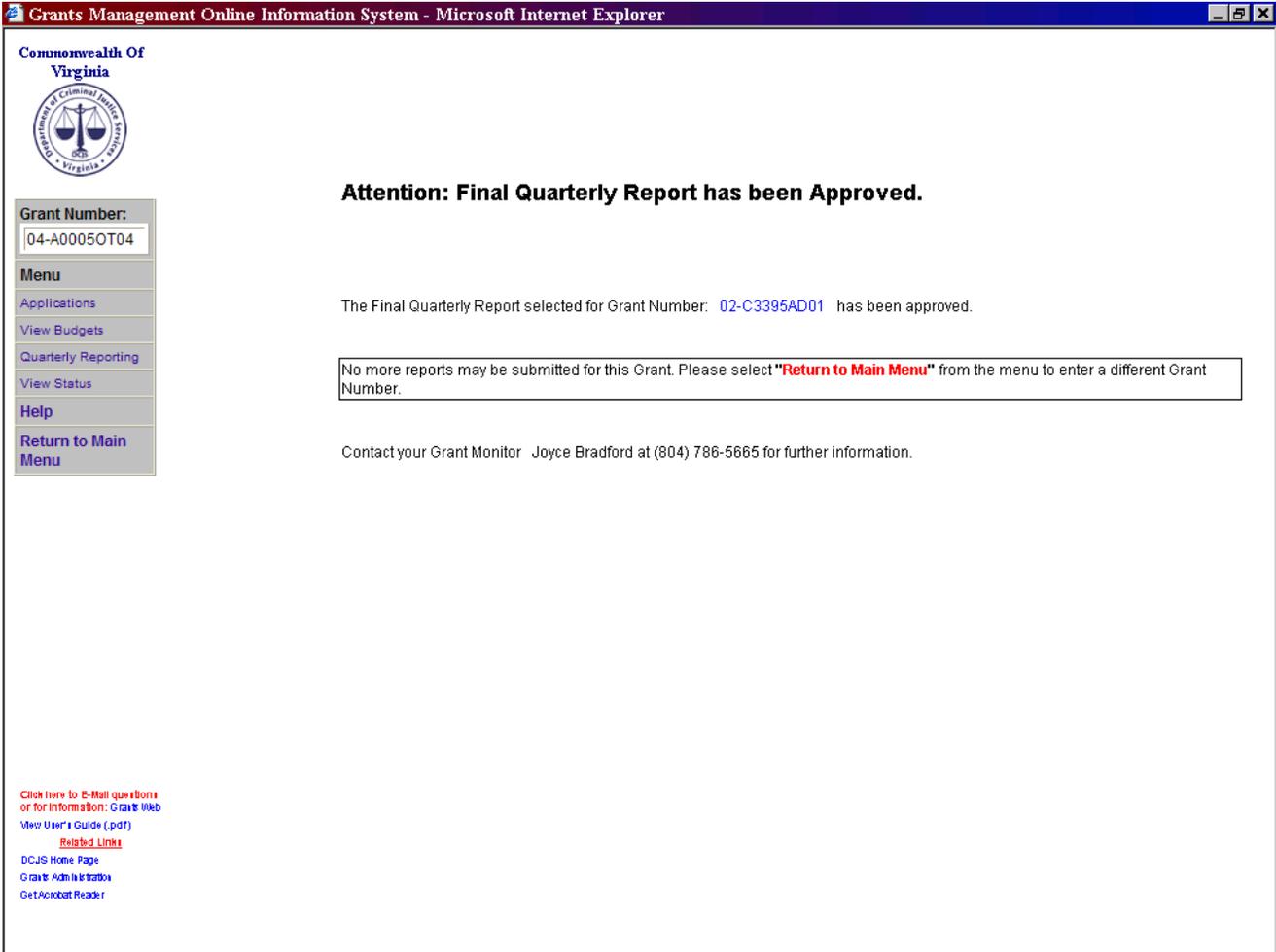
Figure 53 - Final Quarterly Financial Report Submitted

## 12.4 Quarterly Report Final and Approved

When a final quarterly report has been submitted and is approved by the Finance Officer, the Grant will no longer accept quarterly reports and the user will receive the following page.

Quarterly reports can no longer be entered, revised, or viewed after a final report has been approved. This is why it is best to print the Quarterly Financial Report page after the data is submitted.

If changes have to be made to any of the grants finalized financial reports, the user must contact DCJS Grants Administration to reset the reports.



The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page header includes the "Commonwealth Of Virginia" logo and the "Department of Criminal Justice Services" logo. A navigation menu on the left contains the following items: "Grant Number:" (with a text box containing "04-A0005OT04"), "Menu", "Applications", "View Budgets", "Quarterly Reporting", "View Status", "Help", and "Return to Main Menu". The main content area displays the following text:

**Attention: Final Quarterly Report has been Approved.**

The Final Quarterly Report selected for Grant Number: [02-C3395AD01](#) has been approved.

No more reports may be submitted for this Grant. Please select "**Return to Main Menu**" from the menu to enter a different Grant Number.

Contact your Grant Monitor Joyce Bradford at (804) 786-5665 for further information.

At the bottom left, there are several links: "Click here to E-Mail questions or for information: Grants Web", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

Figure 54 - Final Quarterly Financial Report Approved

## 12.5 Invalid Expense Entry

If a users enters a dollar amount into a non-budgeted expense or obligation on the quarterly report entry or revision pages, an error page will open telling the user to check the budget of the Grant Number and enter the expenses or obligations correctly. Clicking on the “Return” button directs the user back to the entry or revision page with the data they had entered.

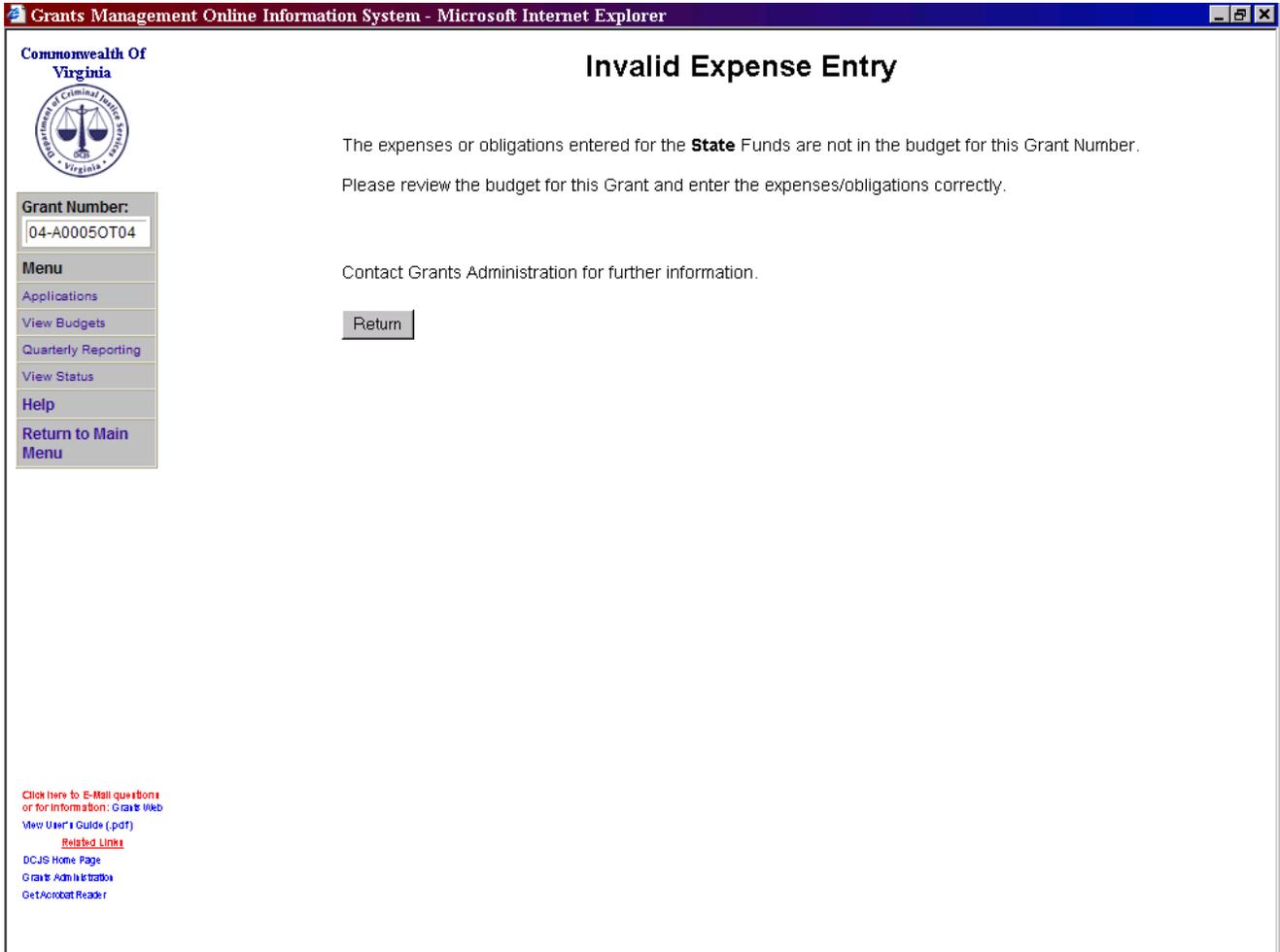


Figure 55 - Invalid Expense Entry

## 12.6 Request For Funds – Request Denied

### 12.6.1 Special Conditions Not Met

If all Special Conditions have not been met then requests cannot be submitted. This error will display for all grants that have not met their special conditions.

Clicking on the “Return” button directs the user back to the Menu Help screen or the previous page they were in.

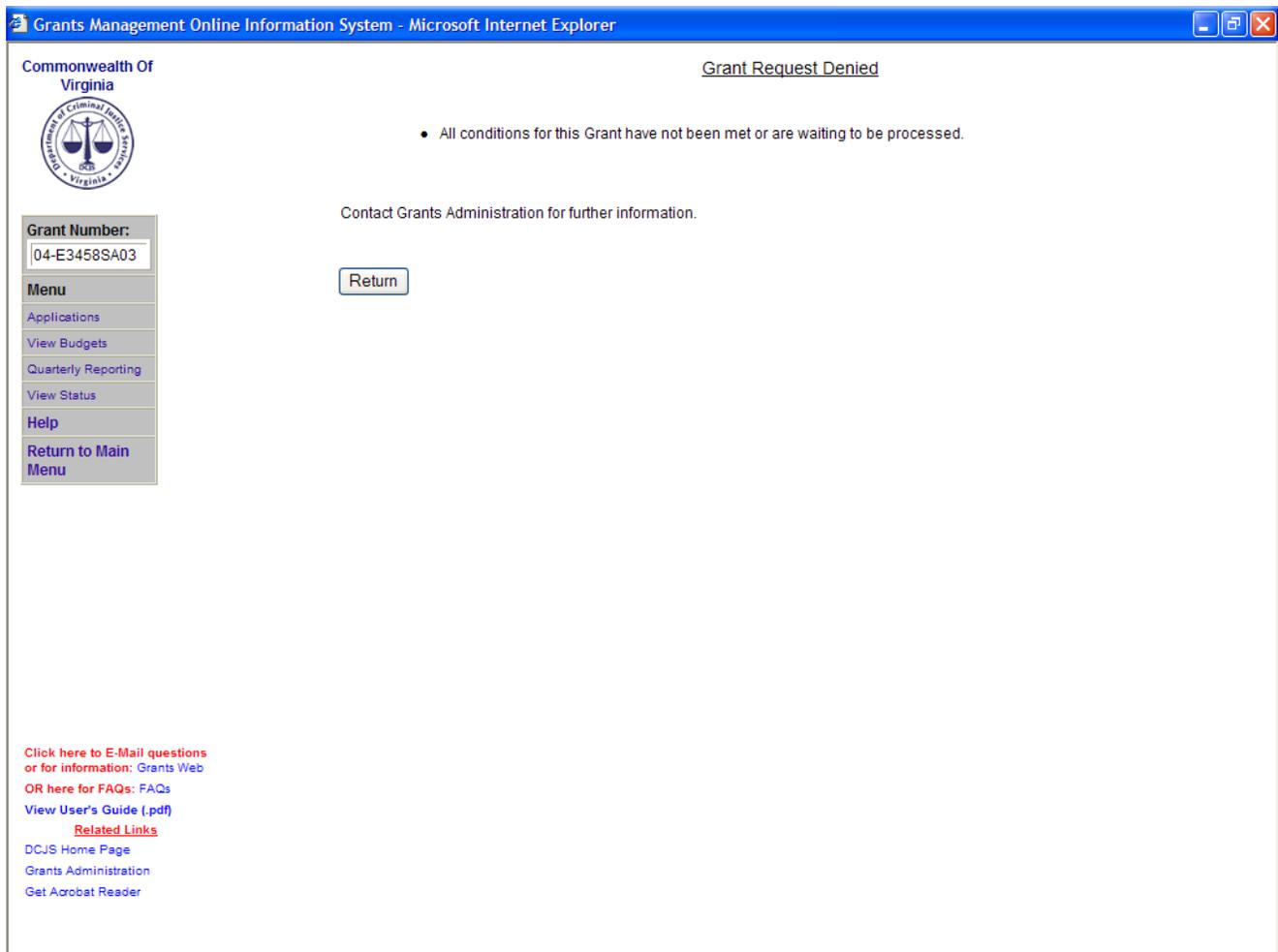


Figure 56 - Special Conditons Not Met

## 12.6.2 Statement Of Grant Award Not Submitted

If a user tries to request funds before the Statement of Grant Award has been received by DCJS, the following error will display on screen.

Clicking on the “Return” button directs the user back to the Menu Help screen or the previous page they were in.

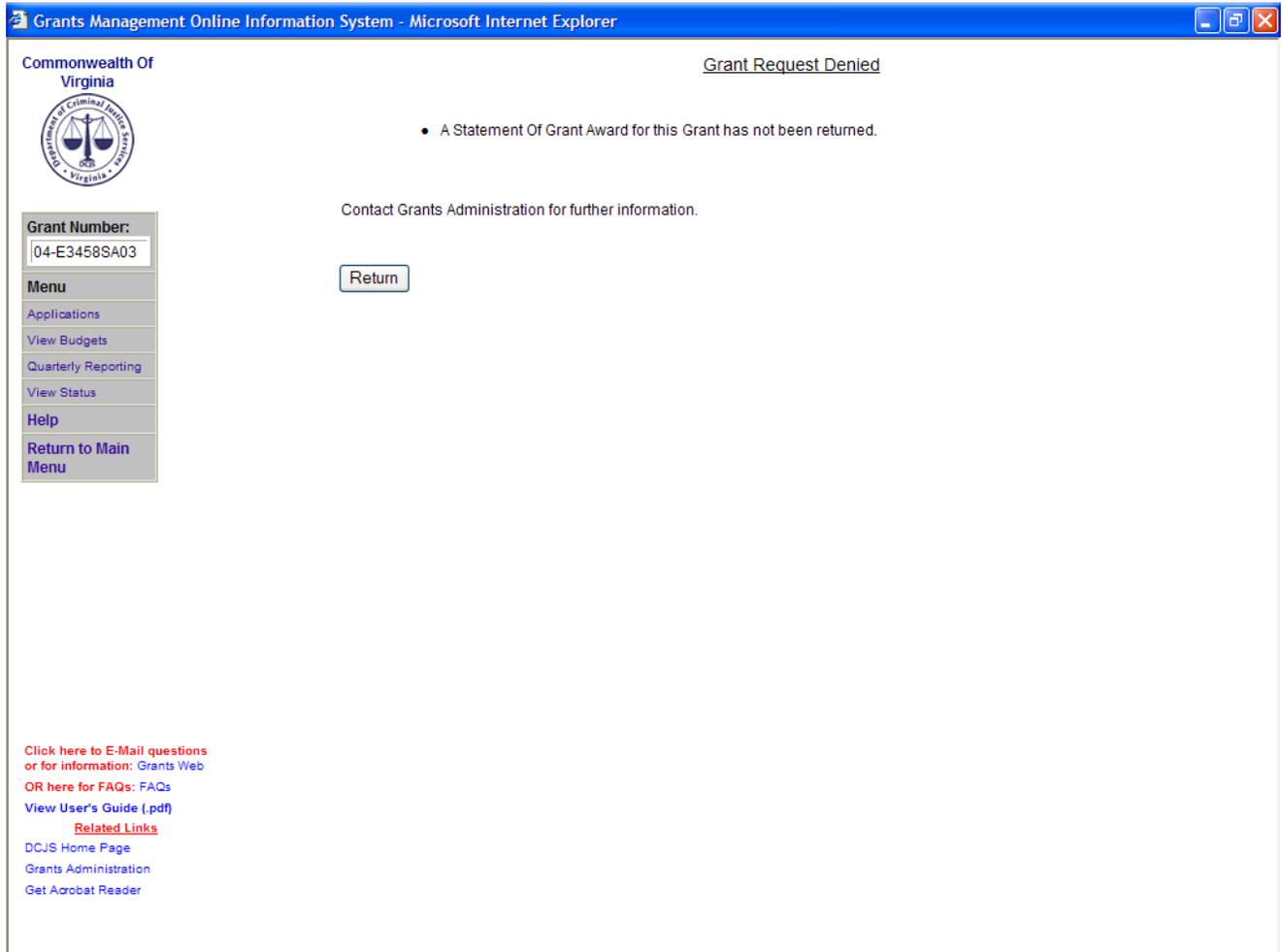


Figure 57 - Statement Of Grant Award Not Received

### 12.6.3 Financial or Progress Report Not Submitted

Unless the user is making the first request for funds for the specified grant number, then a prior Progress **and** Financial report MUST be submitted before a Request for Funds can be entered.

Clicking on the “Return” button directs the user back to the Menu Help screen or the previous page they were in.

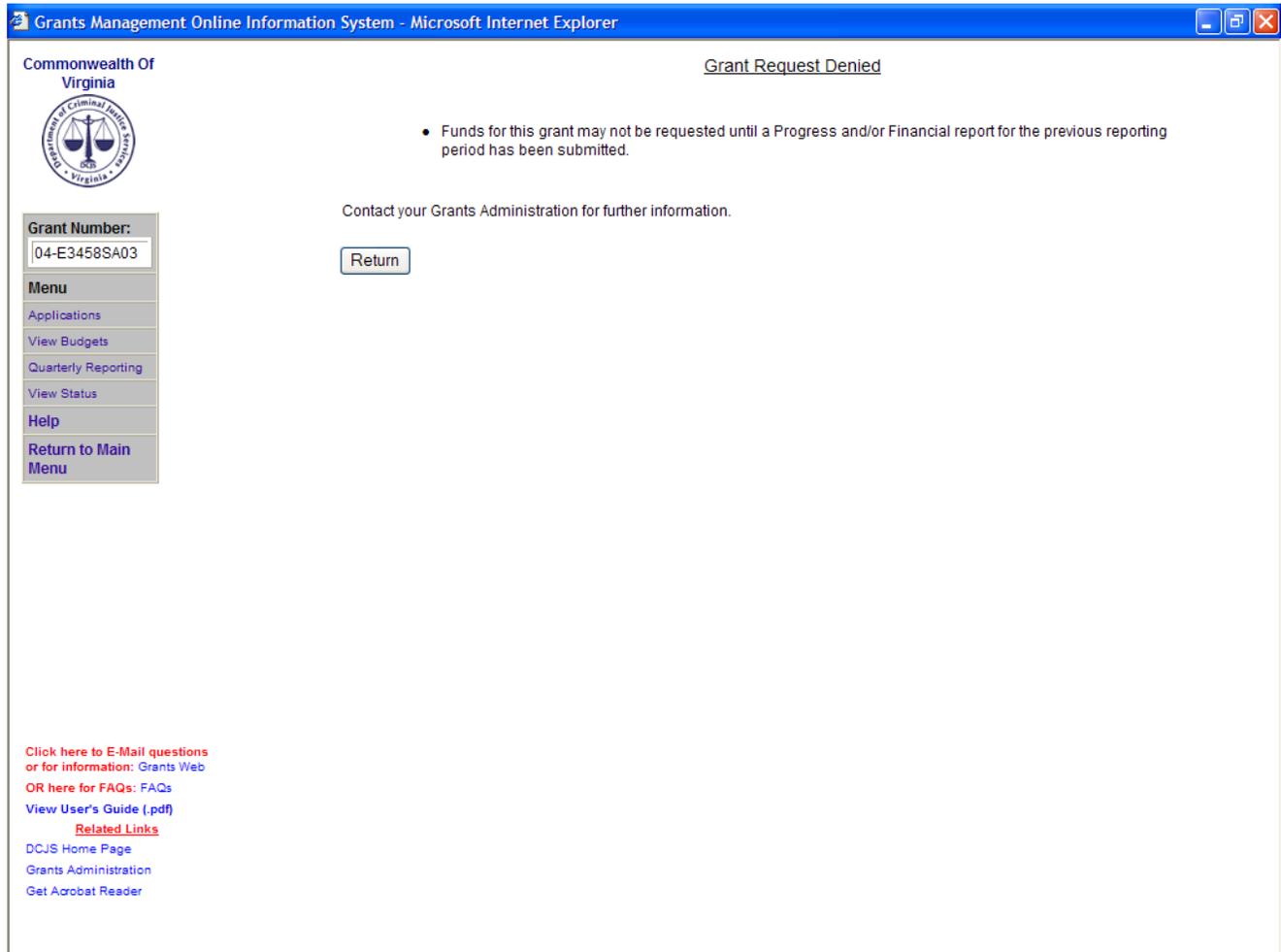


Figure 58 - Financial/Progress Report Not Submitted

## 12.6.4 Previous Funds Received Not Expensed

At least 50% or more of the vouchers received must be reported as expensed prior to requesting more funds. This error appears on the screen if this is not done.

Clicking on the “Return” button directs the user back to the Menu Help screen or the previous page they were in.

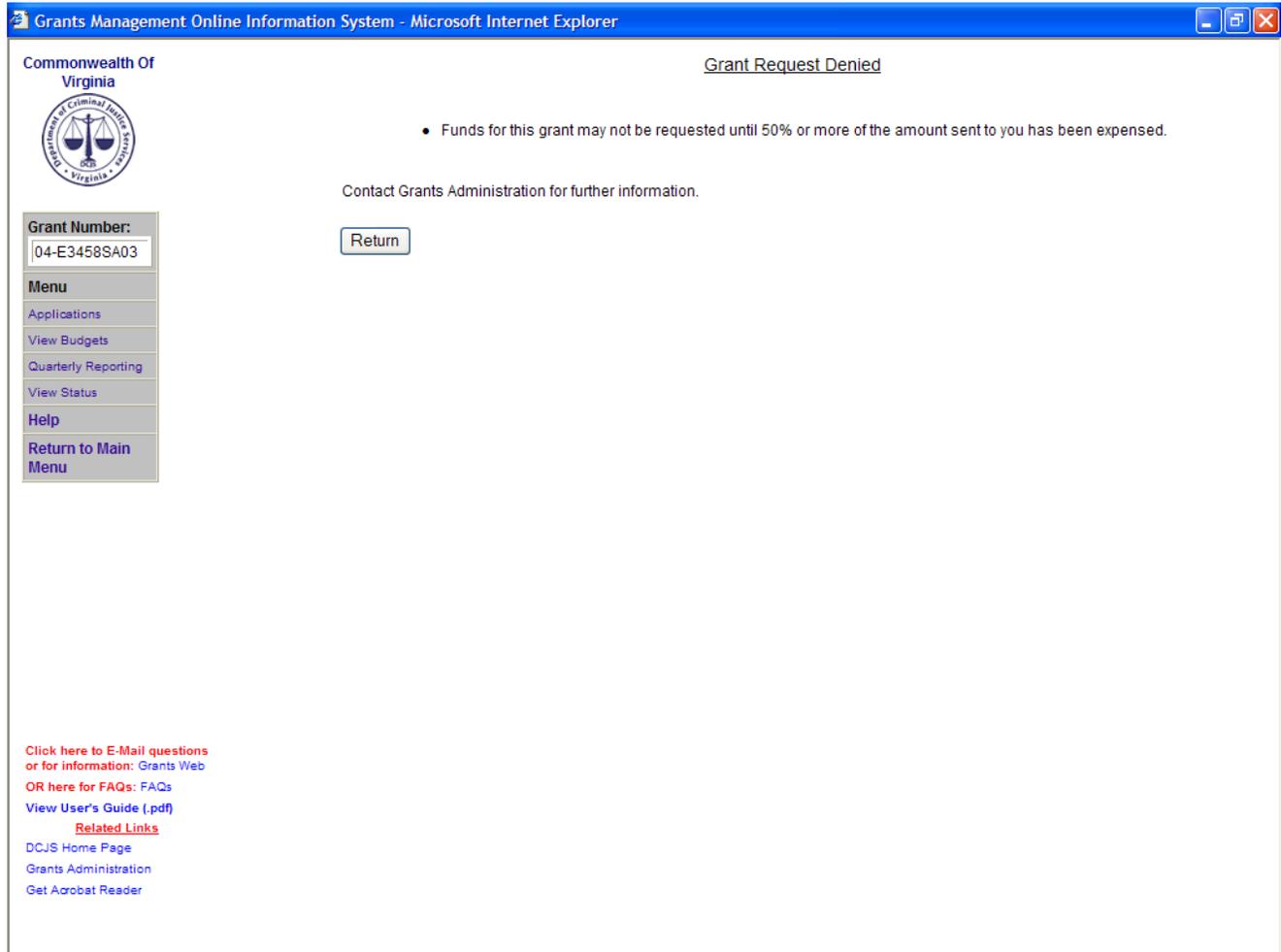


Figure 59 - Previous Funds Not Expensed

## 12.6.5 Duplicate Request Submitted

Requests submitted with a reporting period that has already been submitted and approved by DCJS cannot be resubmitted. A Duplicate Request error will appear on screen and the current reporting period of the current request will have to be changed.

Click on the return button to go back to the current request.

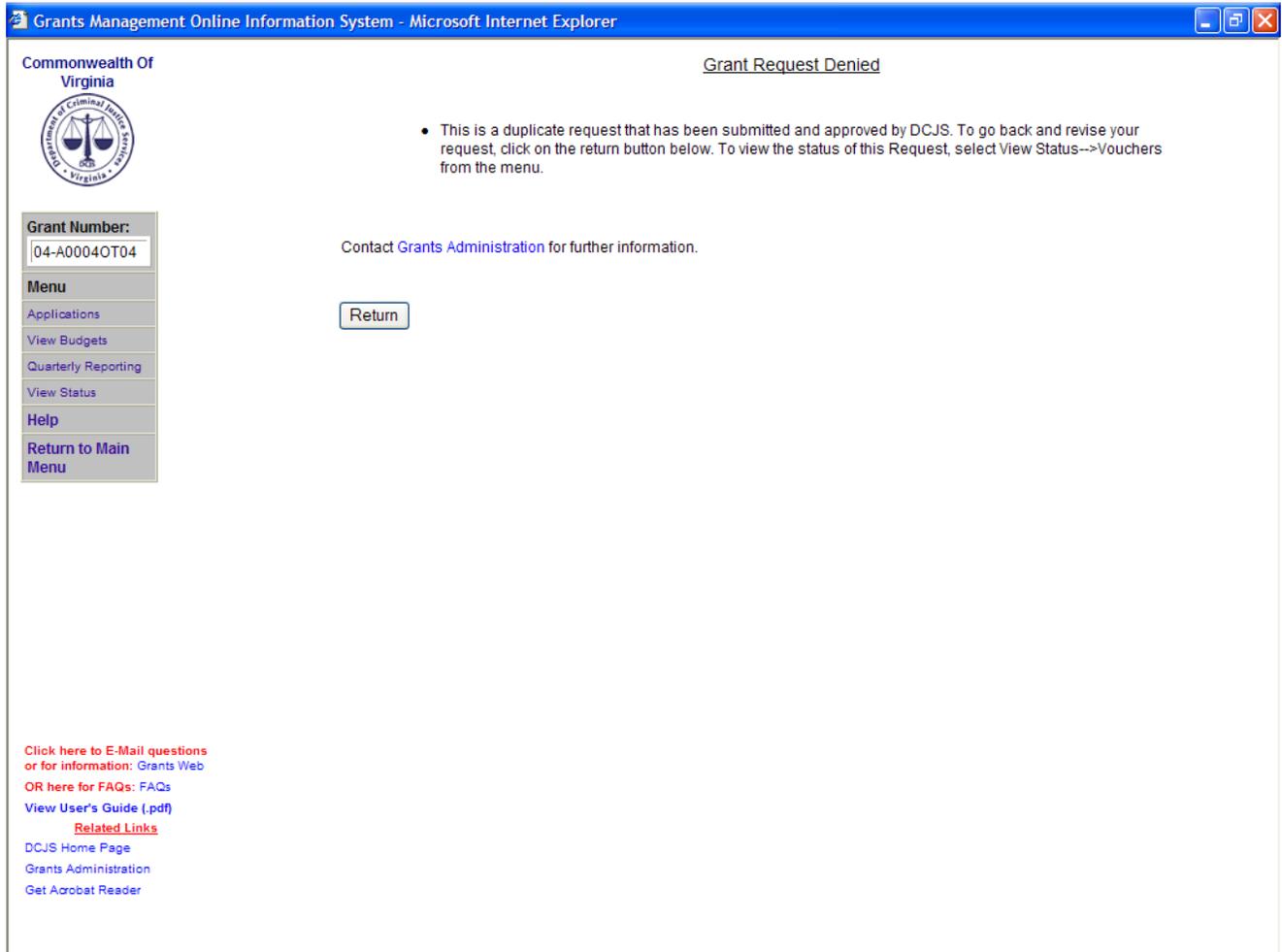


Figure 60 - Duplicate Request Submitted

## 12.6.6 Submitted Request Still Pending

When funds for a previous request have not been received, look in the View Status -> Vouchers screen to see if the request submitted has been denied by the Financial Officer or DCJS (see View Status -> Vouchers) or if the Financial Officer has not approved the request. If this is true, when the user tries to open the request for funds screen they will receive an error stating that a submitted request is still pending.

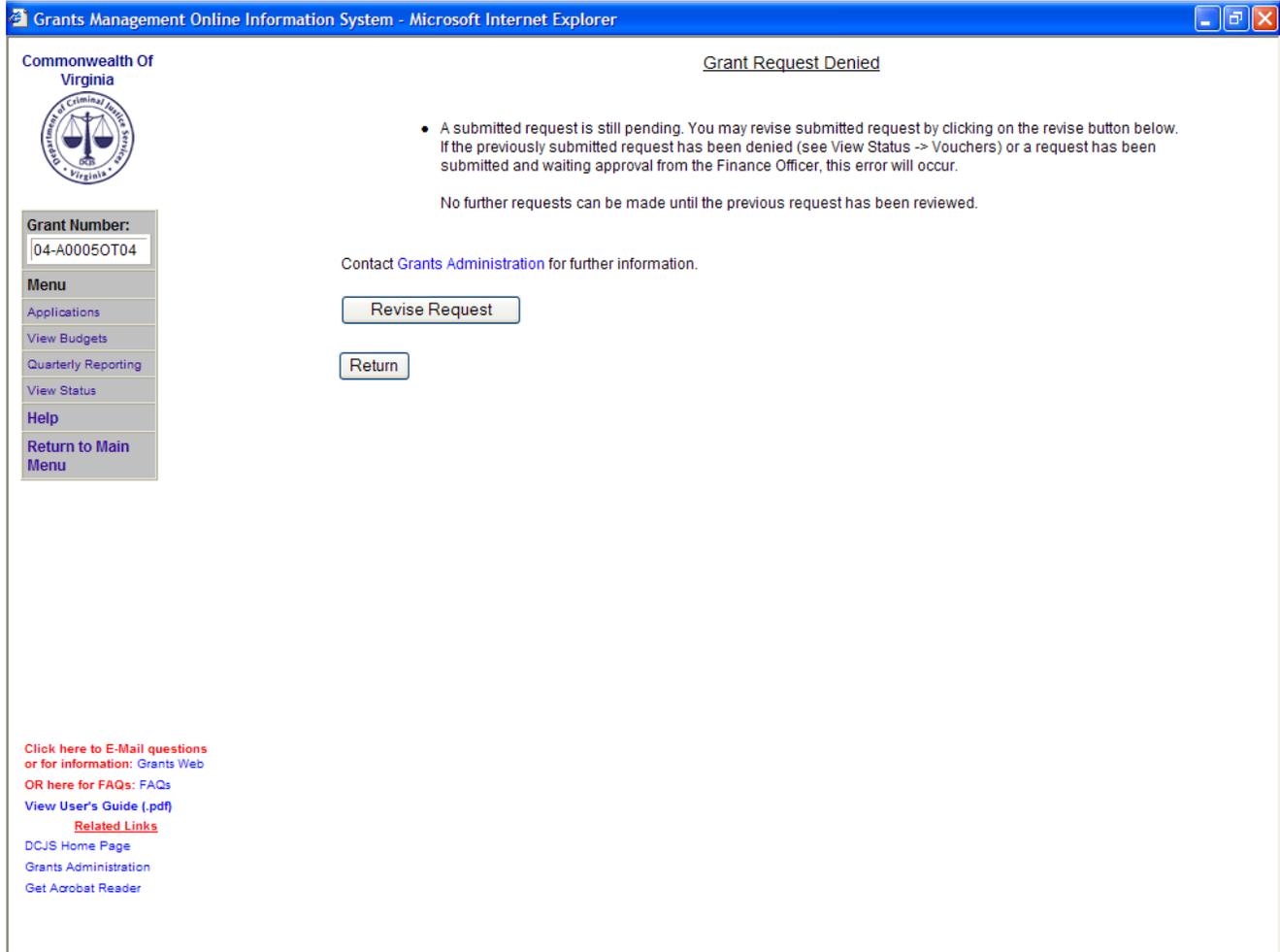
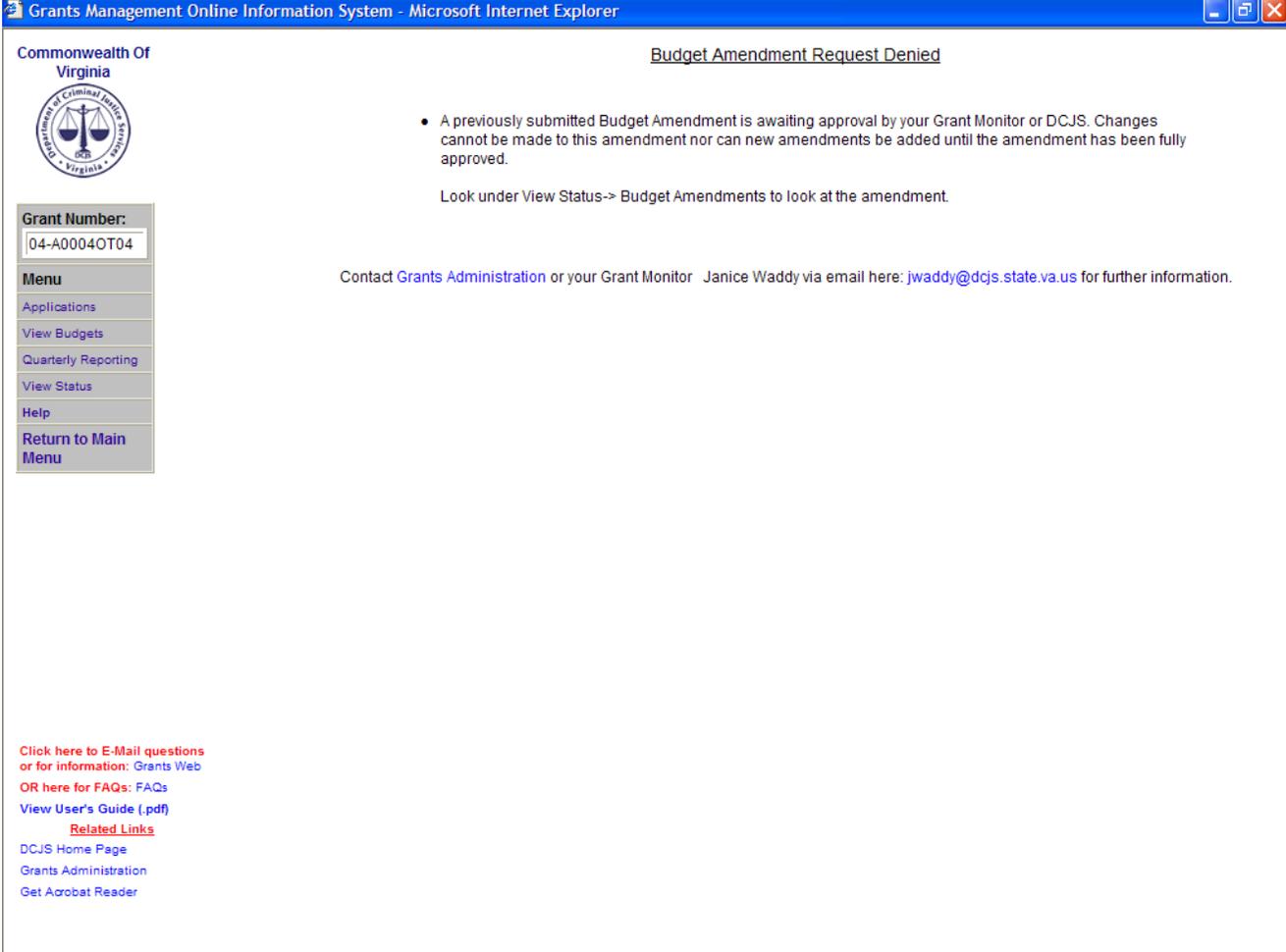


Figure 61 - Submitted Request Still Pending

## 12.6.7 Submitted Budget Amendment Awaiting Approval

If a Budget Amendment has been approved by the Approving Finance Officer and is waiting for approval by the Grant Monitor or DCJS, this error screen will appear notifying the user that no more amendments may be entered or revised until this amendment has been approved or denied.



The screenshot shows a web browser window titled "Grants Management Online Information System - Microsoft Internet Explorer". The page content includes the following elements:

- Header:** "Commonwealth Of Virginia" and "Department of Criminal Justice Services" with the state seal logo.
- Page Title:** "Budget Amendment Request Denied".
- Message:** A bullet point stating: "A previously submitted Budget Amendment is awaiting approval by your Grant Monitor or DCJS. Changes cannot be made to this amendment nor can new amendments be added until the amendment has been fully approved." Below this, it says: "Look under View Status-> Budget Amendments to look at the amendment."
- Form:** A "Grant Number:" field containing the value "04-A0004OT04".
- Menu:** A vertical list of links: "Applications", "View Budgets", "Quarterly Reporting", "View Status", "Help", and "Return to Main Menu".
- Footer:** A section of links including "Click here to E-Mail questions or for information: Grants Web", "OR here for FAQs: FAQs", "View User's Guide (.pdf)", "Related Links", "DCJS Home Page", "Grants Administration", and "Get Acrobat Reader".

### 13 Frequently Asked Questions (FAQ)

To assist users with their questions or issues, a link to this website’s FAQ is in the bottom left corner with other DCJS links. When the FAQ link is clicked a new browser window will open. This page contains answers to previously asked questions that will instruct users on what should be done if they have the same questions. This will help users to save time from having to call or email Grants Administration and wait for a response. Users can place their mouse pointer on a question and the answer will display directly below that question. Or click on the question and the answer will appear on the next screen. Click the “Go Back” button to return to the FAQ question page. To close this window click the “X” in the top right corner of the window.

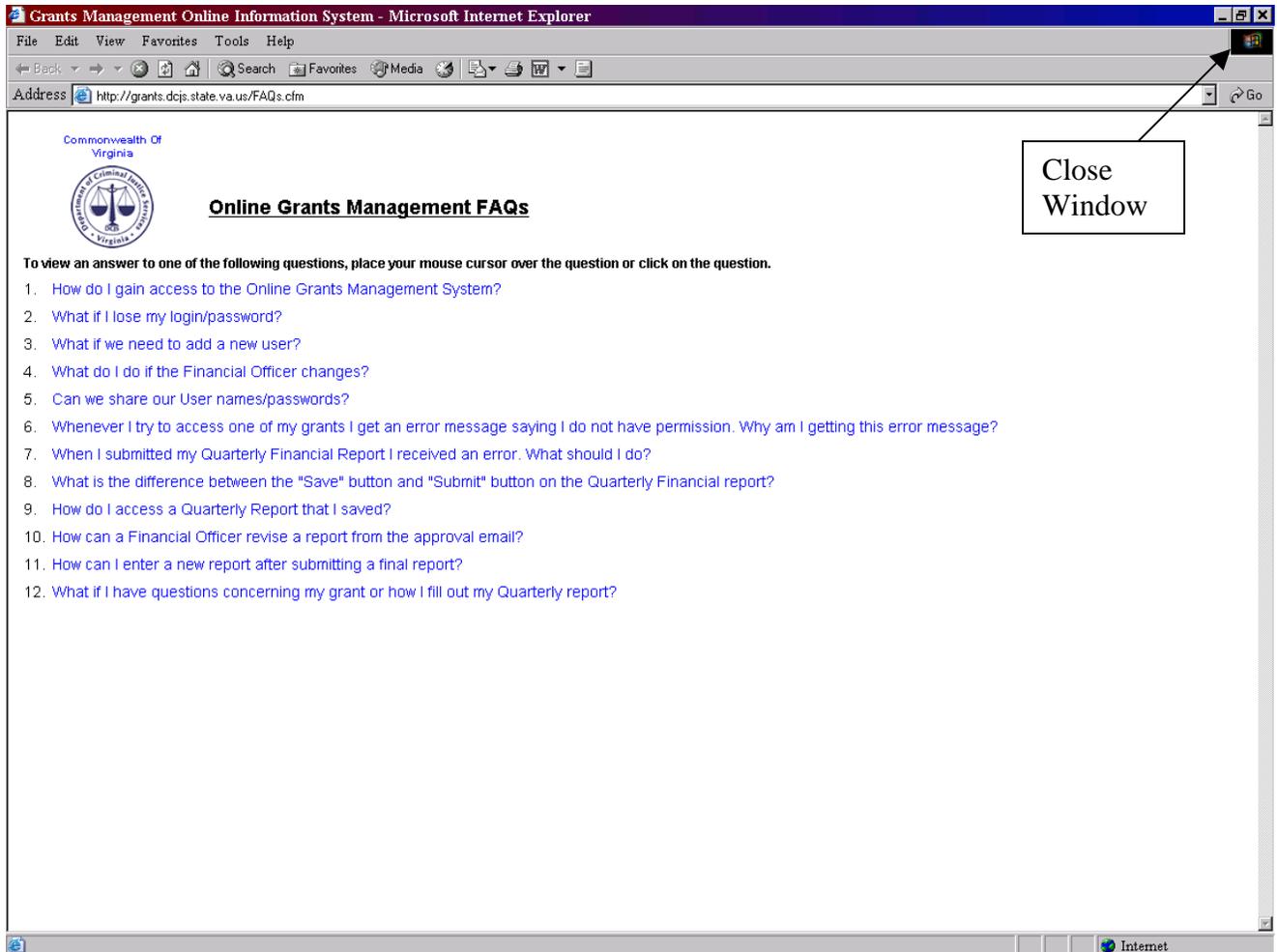


Figure 62 - FAQ Question page

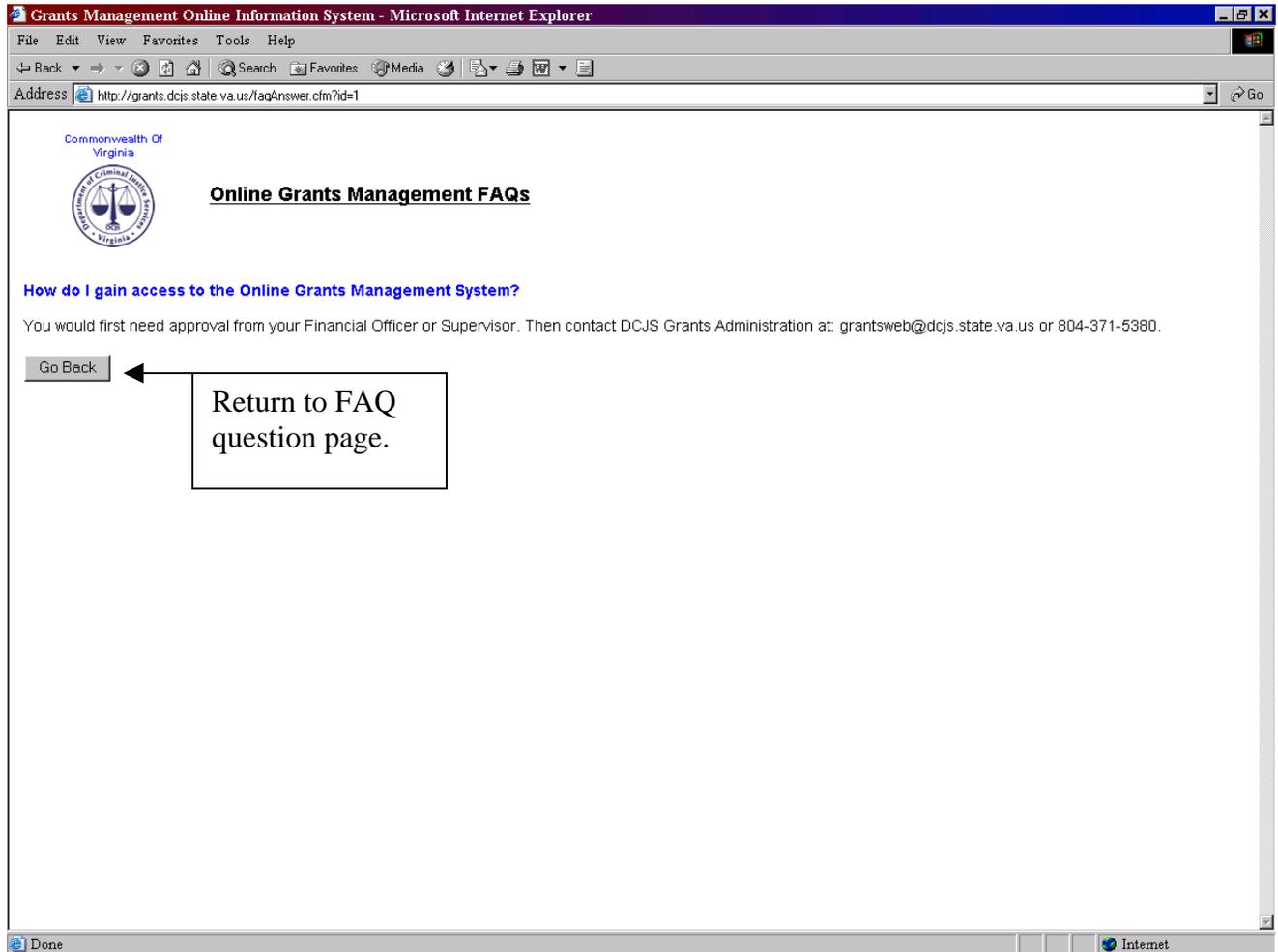


Figure 63 - FAQ Answer page