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.

**** 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.

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.
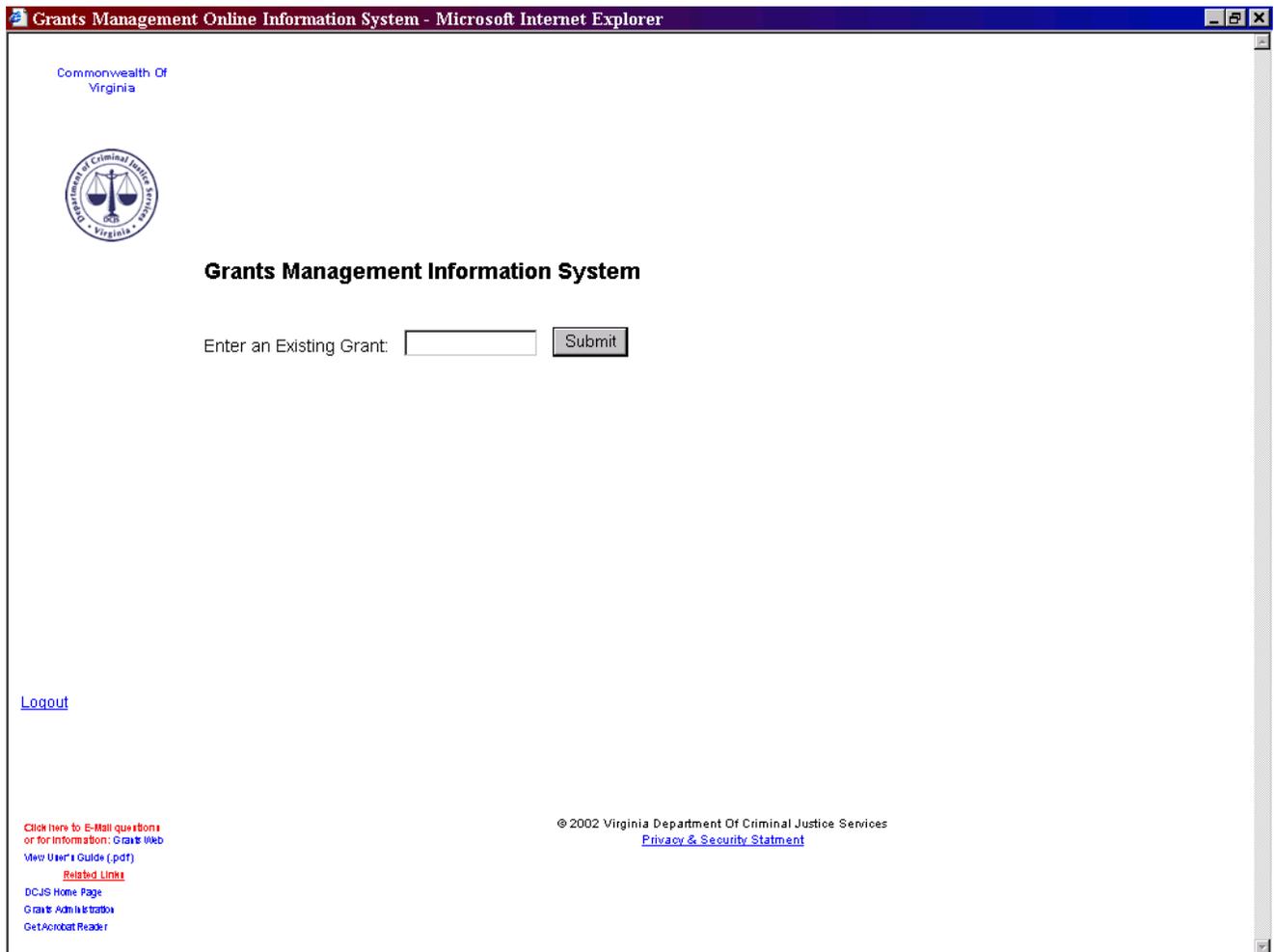

Figure 2 - GMIS Online Home Page

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.

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.

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.

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.

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.
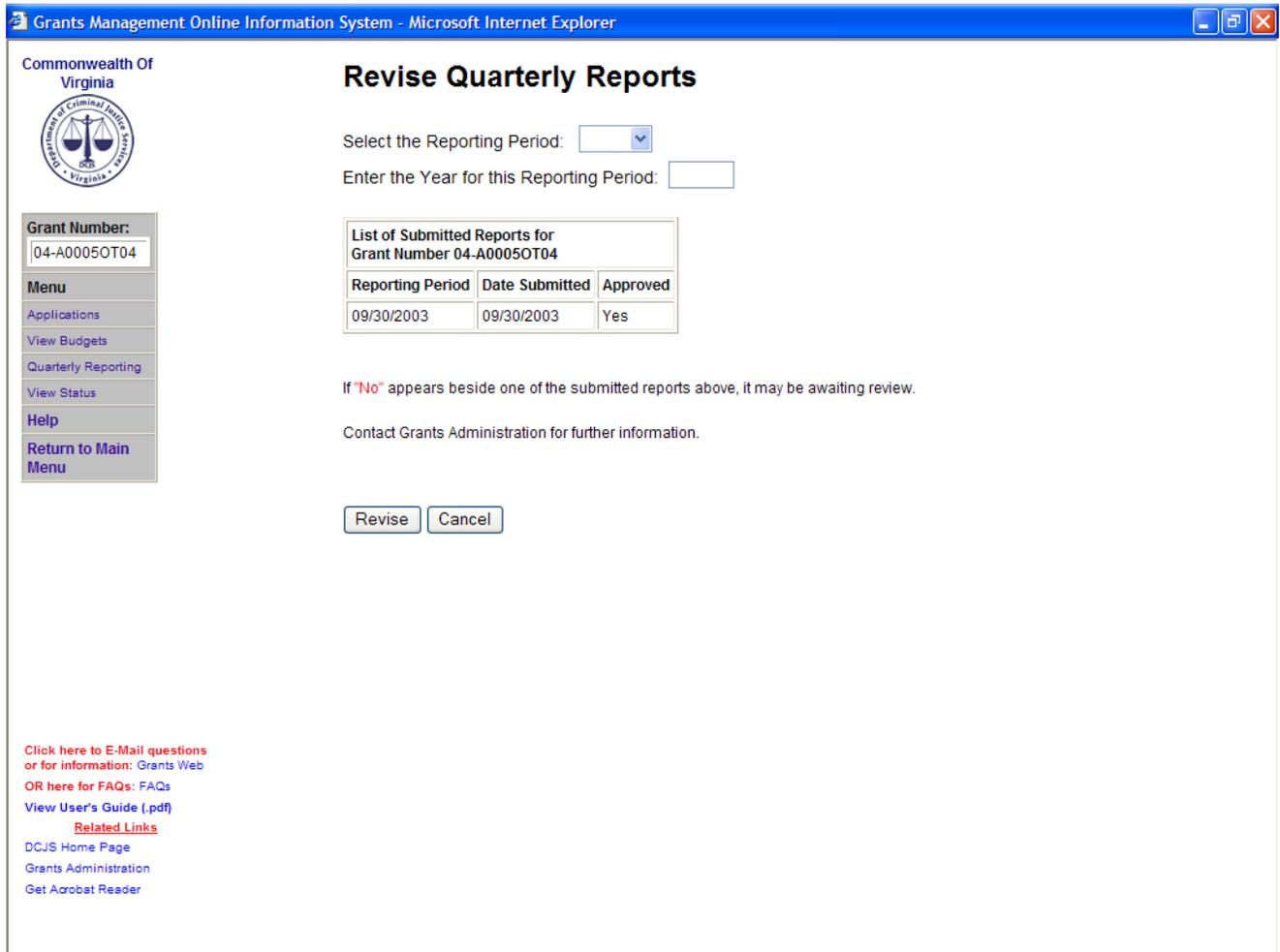
Figure 7 - Select Report to Revise

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.

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.

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.

Grants Management Online Information System - Microsoft Internet Explorer

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

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

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	06/01/2002

Quarterly Expenditures

Budget Categories	DCJS Funds Federal	State	Subgrantee Match	Total Program
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
Total	$22,143.56	$0.00	$3,821.03	$25,964.59

Grant Obligations this Quarter

Budget Categories	DCJS Funds Federal	State	Subgrantee Match	Total Program
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
Total	$1,257.98	$0.00	$0.00	$1,257.98

Cash On Hand this Quarter

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

Commonwealth Of Virginia

Grant Number:
04-A0005OT04

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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 10 - Submitted Quarterly Financial Report

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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

View Instructions

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

Grant Number:
04-E3458SA03

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

Subgrant/Contract Number: 04-E3458SA03   Date of Request: _____

Federal Identification Number: 54600110301

Period Covered by this Request: From: ___ ▾   Year: _____   To: ___ ▾   Year: _____

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)	0	0
(A-B) Avaliable 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: $ _____ 0

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

[Save]   [Submit]   [Reset]

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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Figure 11 - Request For Funds

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.
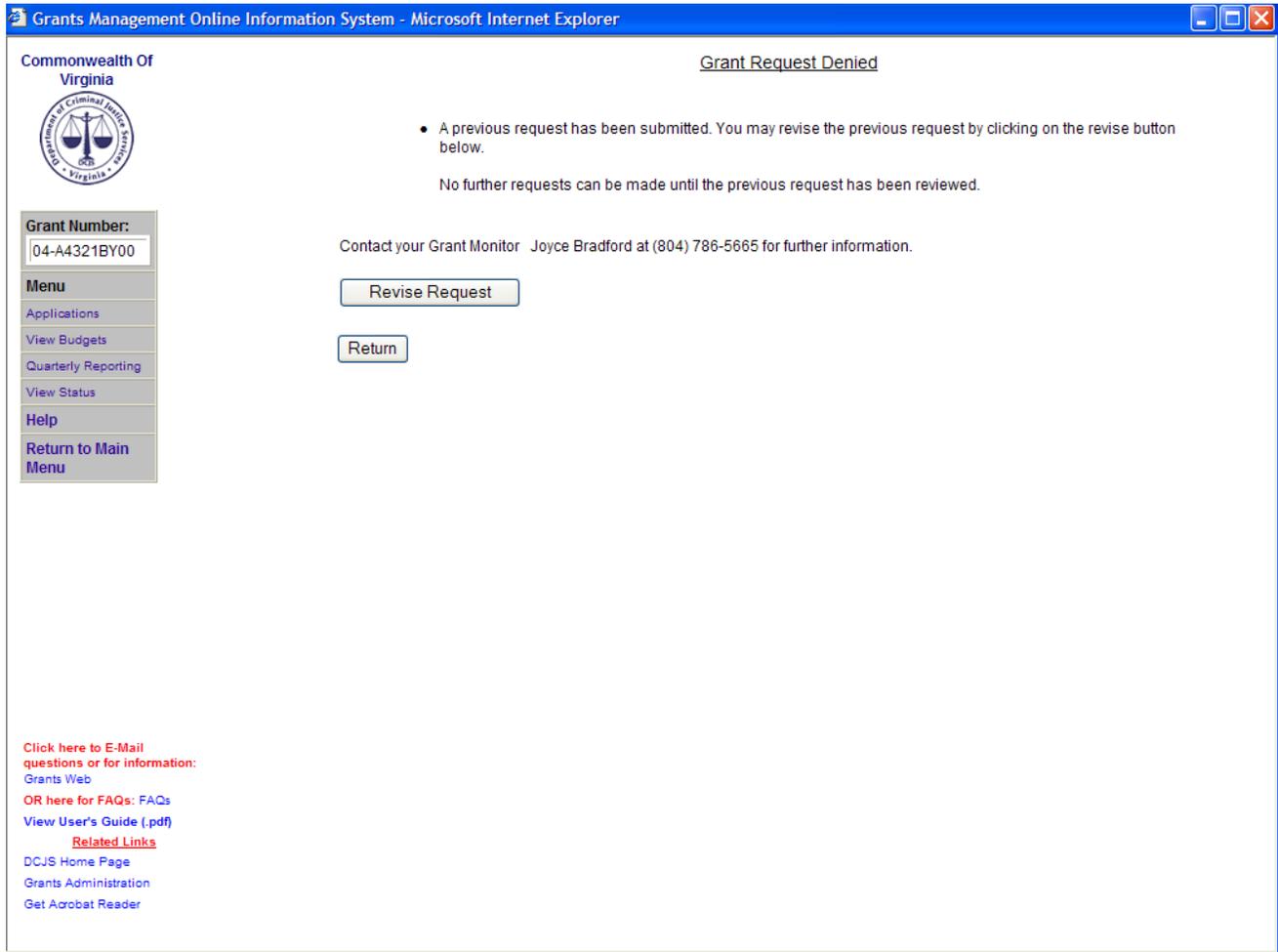
Figure 13 - Request For Funds Revise

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

| **Grant Number:** |
| 04-E3458SA03 |

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

Request ID Number: 3   Status: To Be Reviewed

Subgrant/Contract Number: 04-E3458SA03   Date of Request: 12/04/2003

Federal Identification Number: 54600110301

Period Covered by this Request: From: 07/01 ▾   Year: 2003   To: 09/30 ▾   Year: 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
(A-B) Avaliable Amount of Award (C)	85204.00	16835.00
Less: Amount Now Requested (D)	5204.00	6835.00
(C-D) Remaining Grant Balance (E)	80000	10000

As of the following date: 12/04/2003   The Grant Program's Cash On Hand is: $ .00

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

[Save]   [Submit]   [Reset]

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 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.

Figure 15 - Interagency Transfer Request/Return Entry Screen

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.

Figure 16 - Interagency Transfer Revise

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 and 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:
04-A0004OT04

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: 03/09/2004 | |

LATEST APPROVED BUDGET

Budget Categories	DCJS Funds Federal	General	Subgrantee Cash	In Kind	Total Program
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
Total Project	75,000.00	43,000.00	0.00	0.00	118,000.00

REVISED BUDGET REQUESTED

Budget Categories	DCJS Funds Federal	General	Subgrantee Cash	In Kind	Totals
A. Personnel	40000	23000	0	0	63000.00
B. Consultant	0	0	0	0	0.00
C. Travel	0	0	0	0	0.00
D. Equipment	35000	20000	0	0	55000.00
E. Indirect Cost	0	0	0	0	0.00
F. Other	0	0	0	0	0.00
Total Project	75000.00	43000.00	0.00	0.00	118000.00

Click here to E-Mail questions or for information: Grants Web
OR here for FAQs: FAQs
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Related Links
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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 ".")

C:\My Data\Databases\Gr   [Browse...]

[Save]   [Submit]   [Reset]

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.

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.

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.

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.

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.
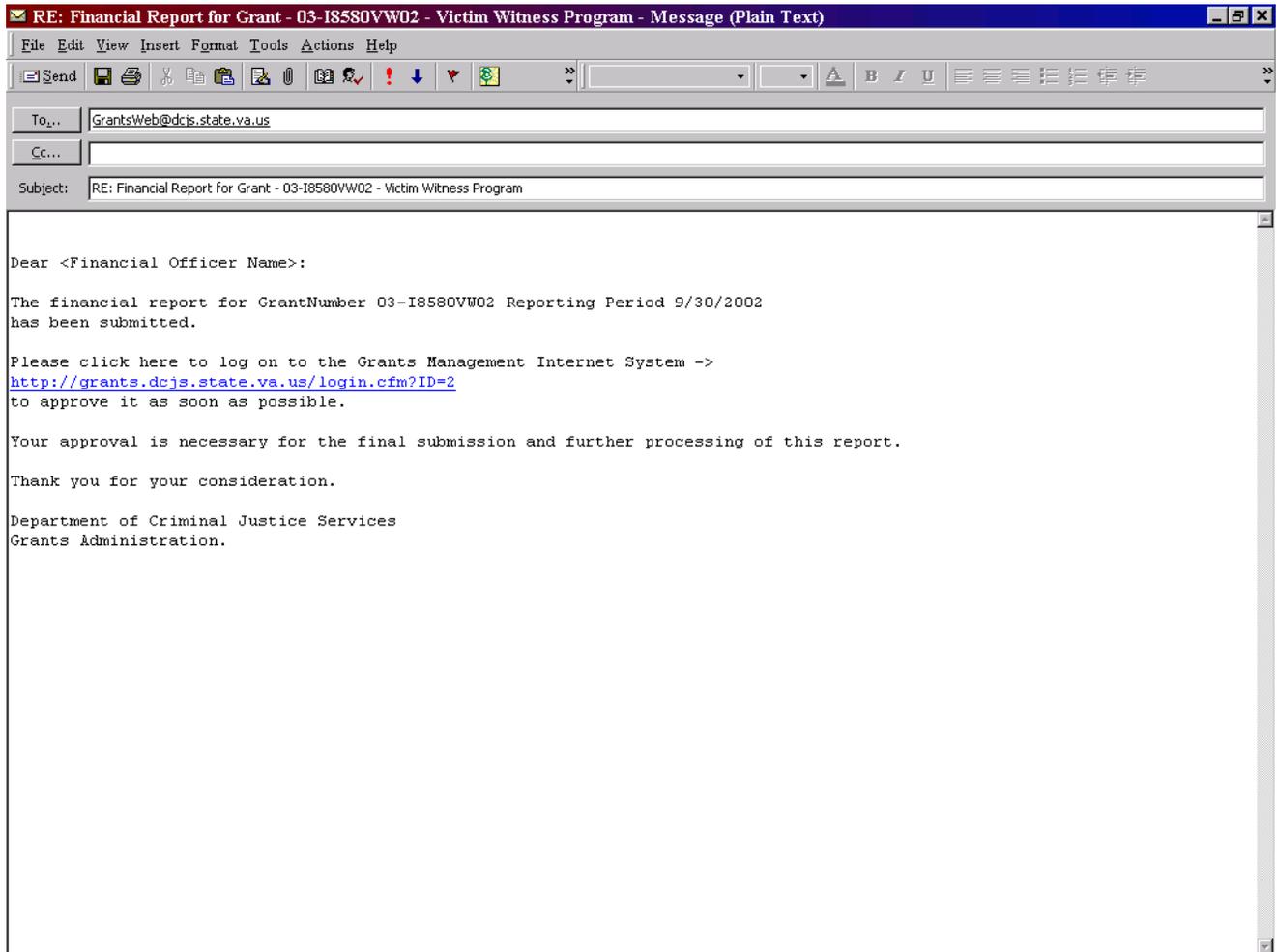
Figure 23 - Finance Officer Approval Notification Email

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.

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.

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.
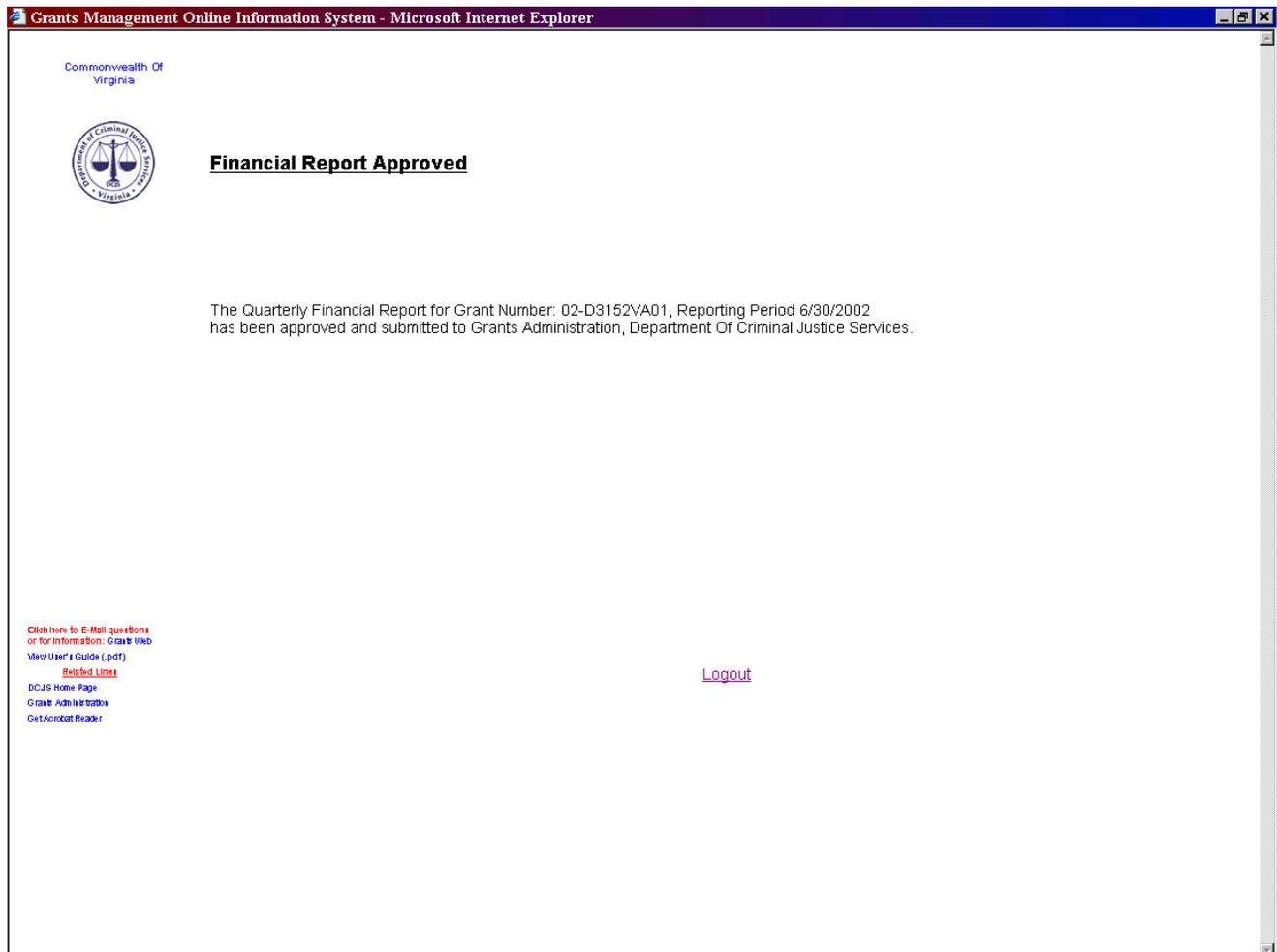
Figure 26 - Quarterly Financial Report Approved

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.
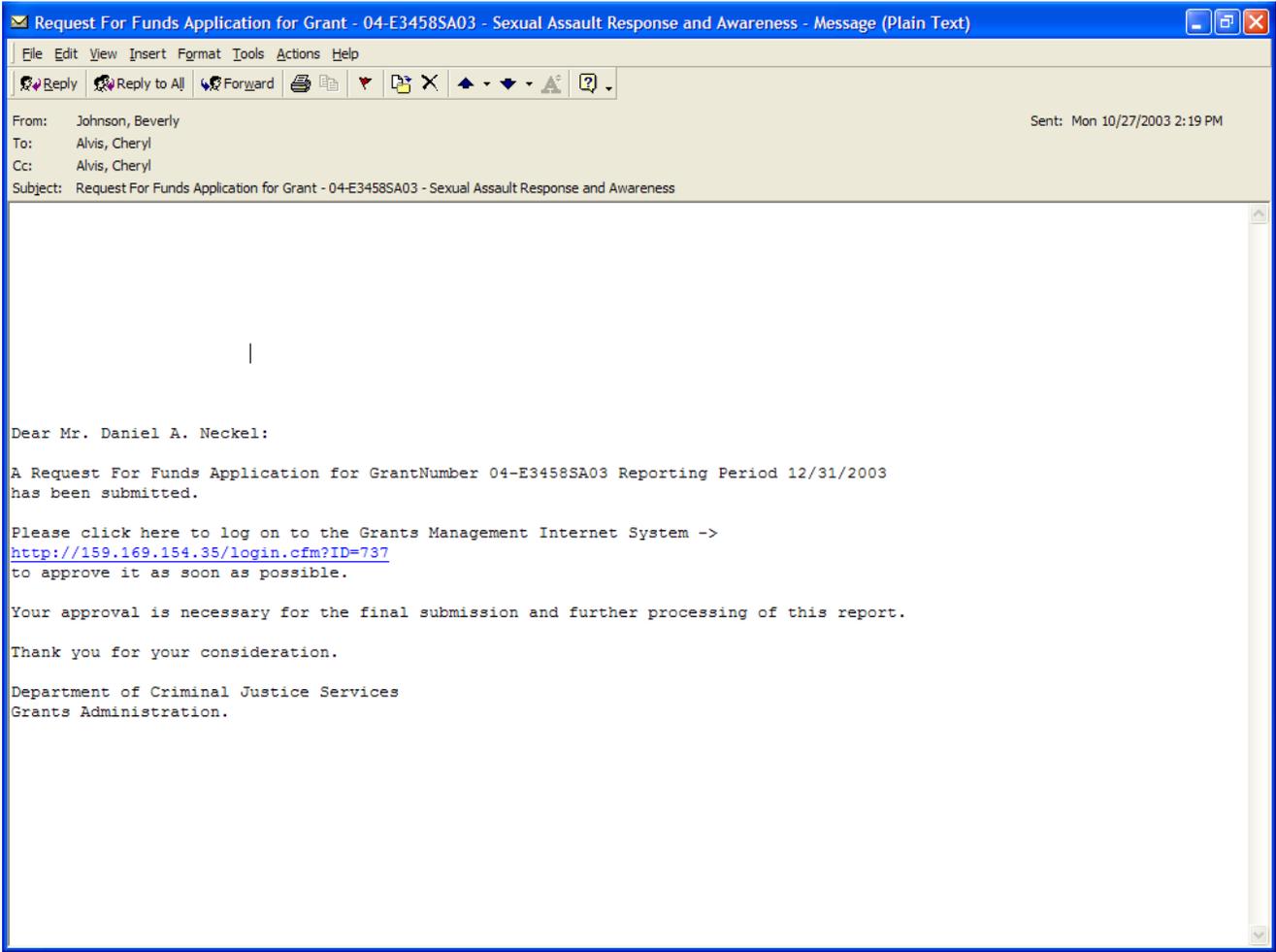
Figure 27 - Request For Funds Notification Email

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.

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
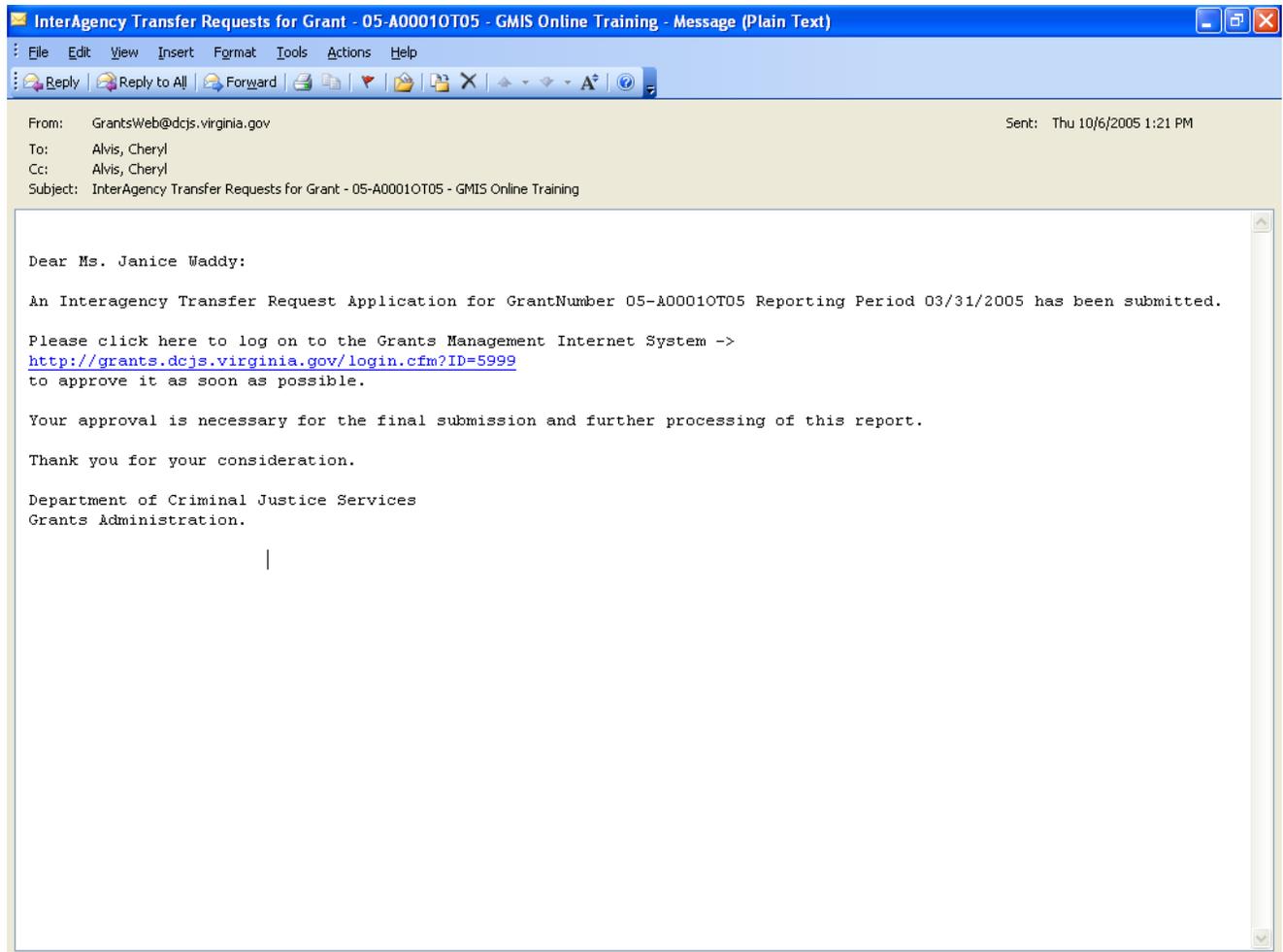
8.5 Budget Amendments

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.
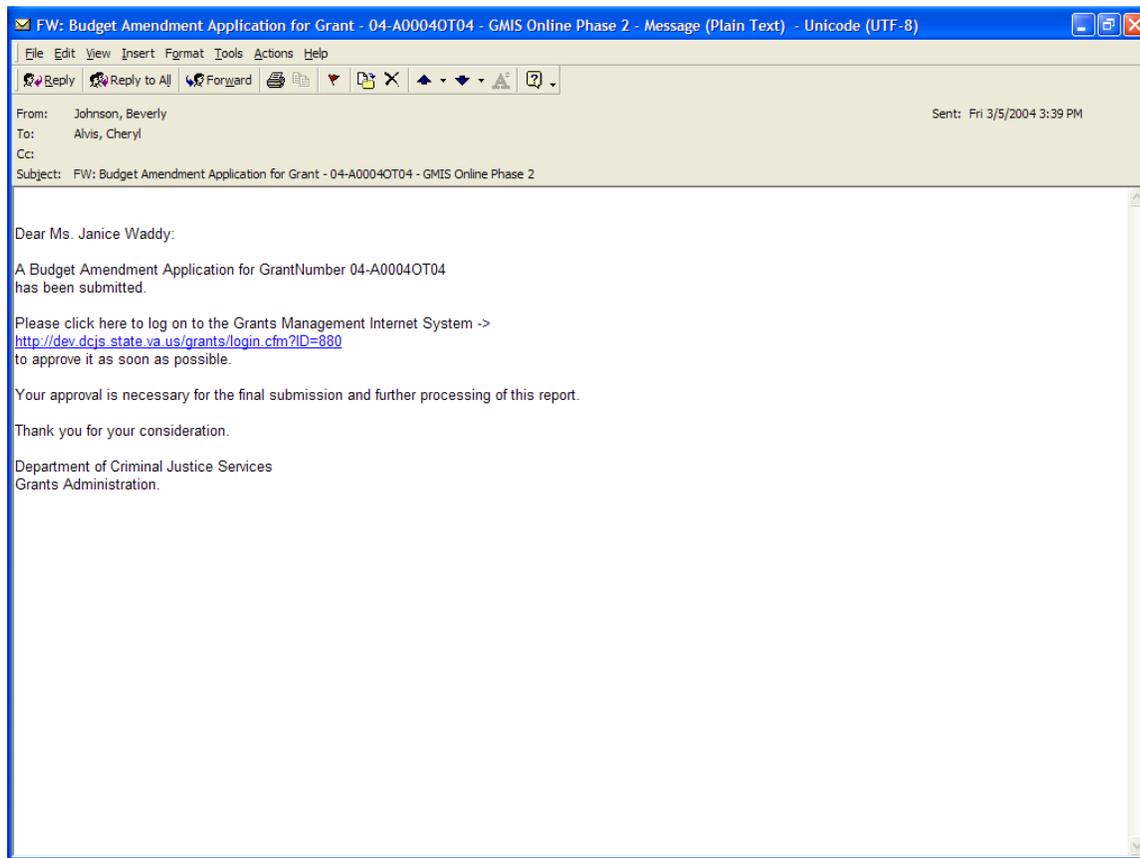
Figure 30 - Budget Amendment Notification Email

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.

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.
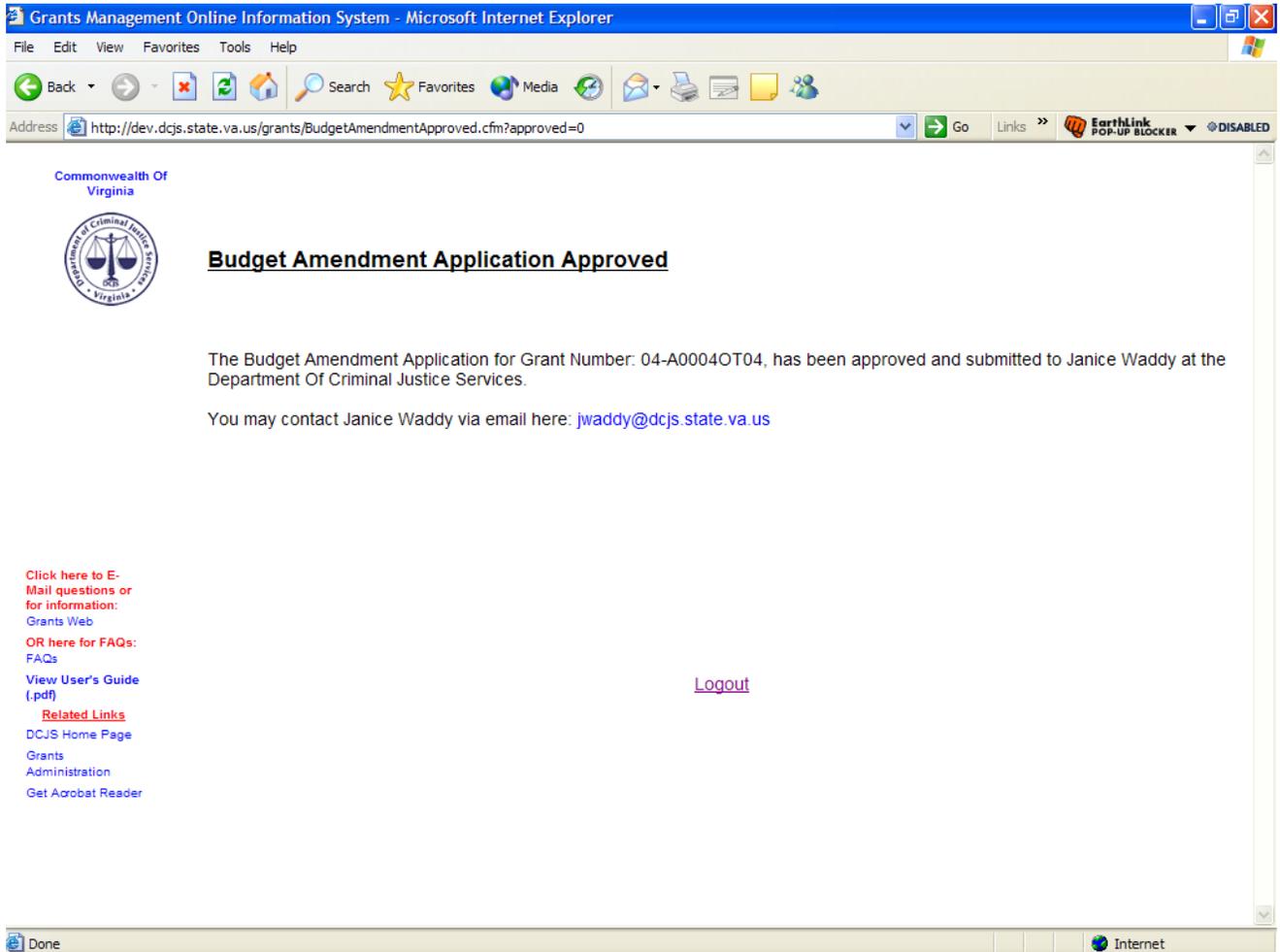
Figure 32 - Budget Amendment Approved by Finance Officer

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.
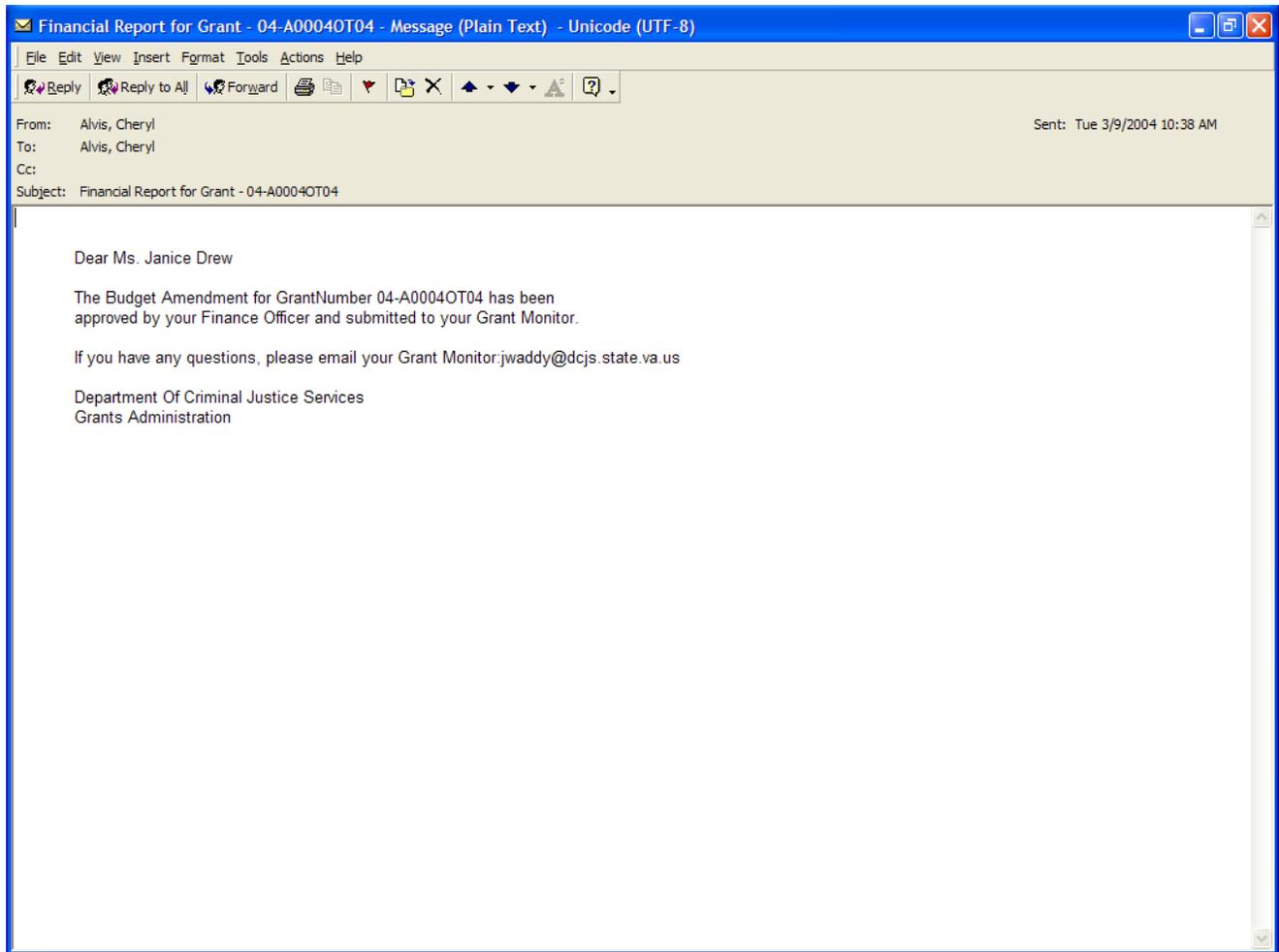
Figure 33 - Approved Budget Amendment Email from Finance Officer

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.
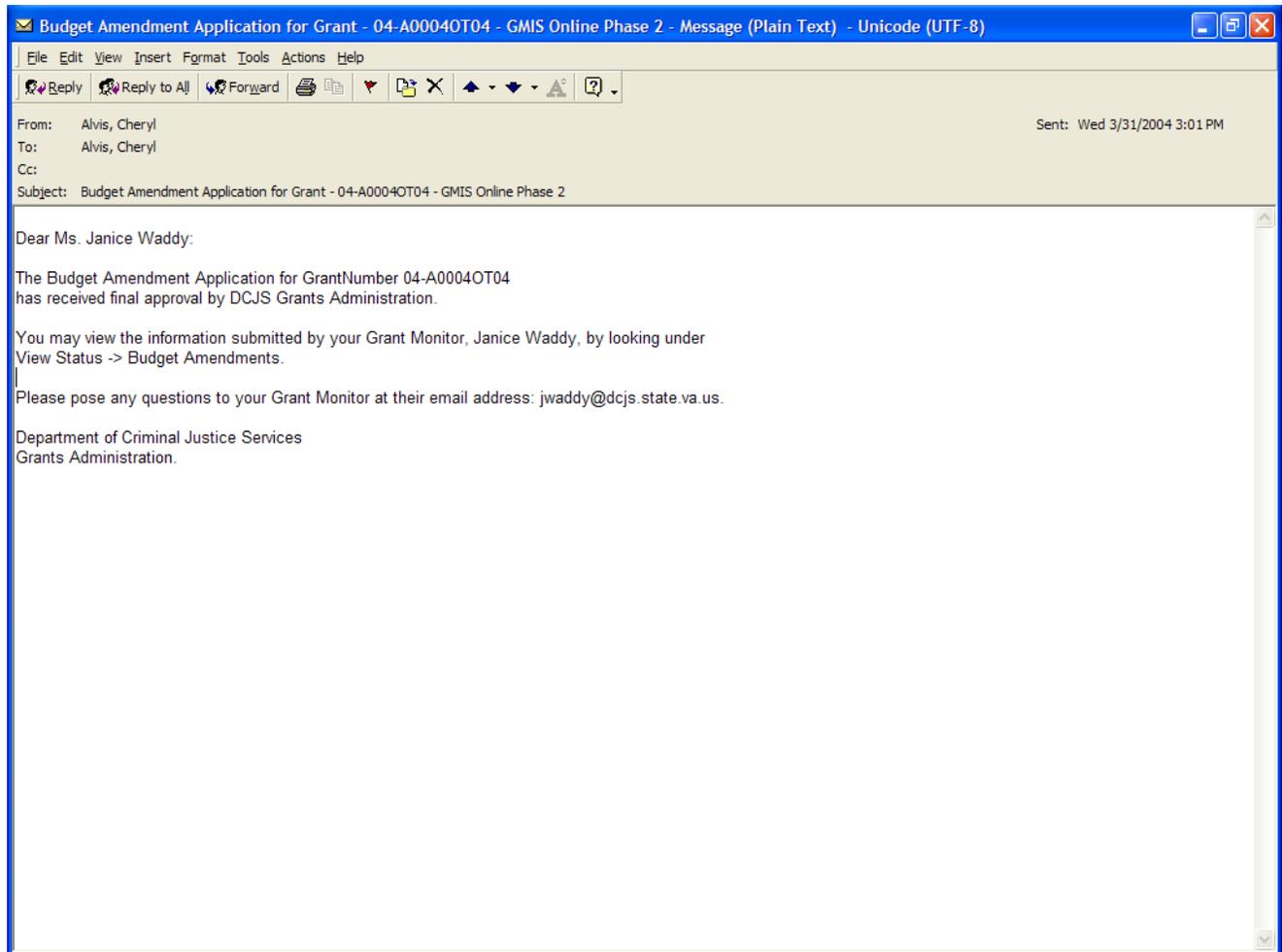
Figure 34 - Final Approval Email

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".

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".

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".
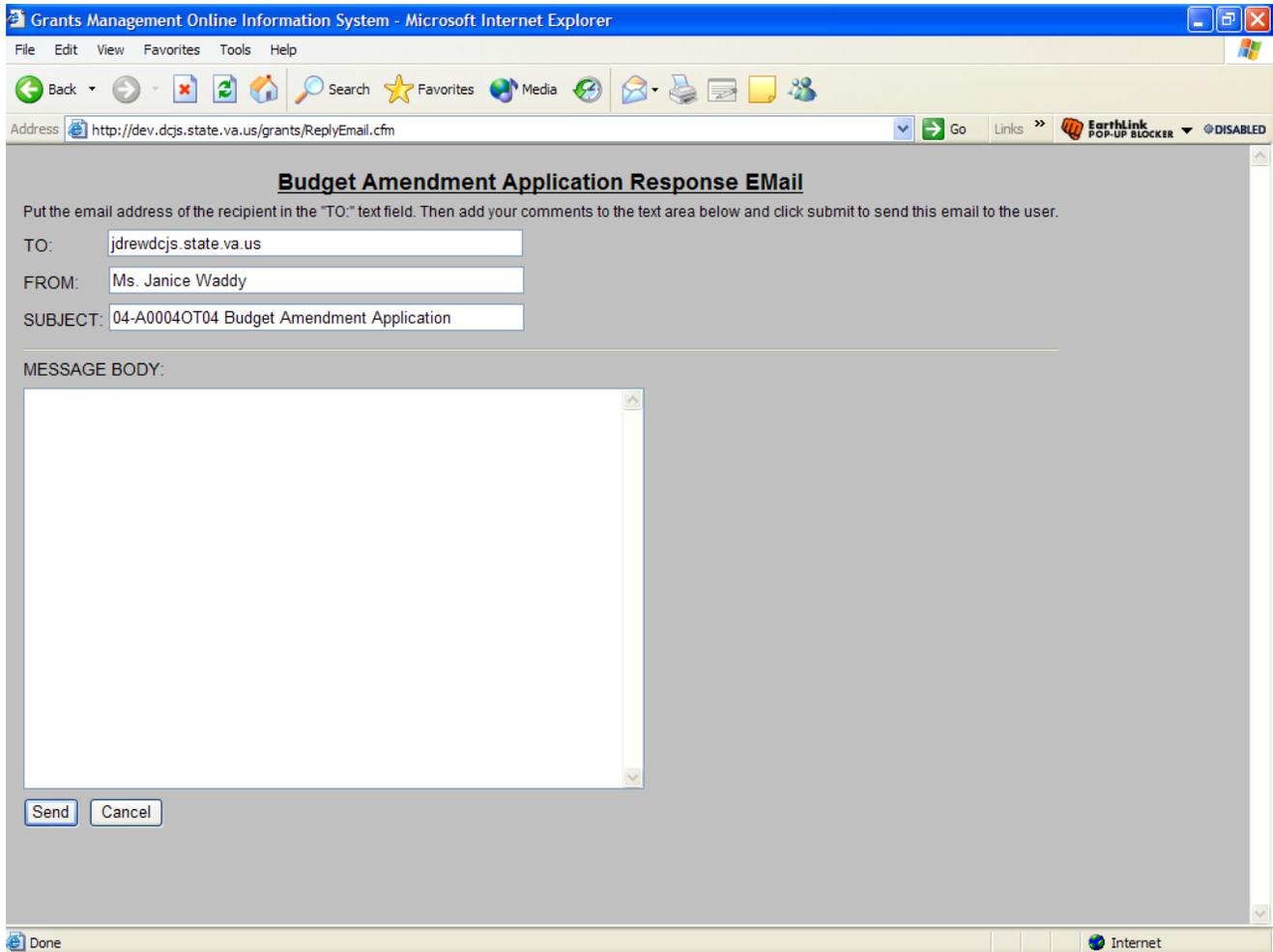
Figure 37 - Email Budget Amendment Denial

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.

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.

Figure 39 - Quarterly Financial Report Status View

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.

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.

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.

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.

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.

Figure 45 - Budget Amendment Status View

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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.

Figure 46 - Progress Reports

10.5 Special Condtions

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.

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.
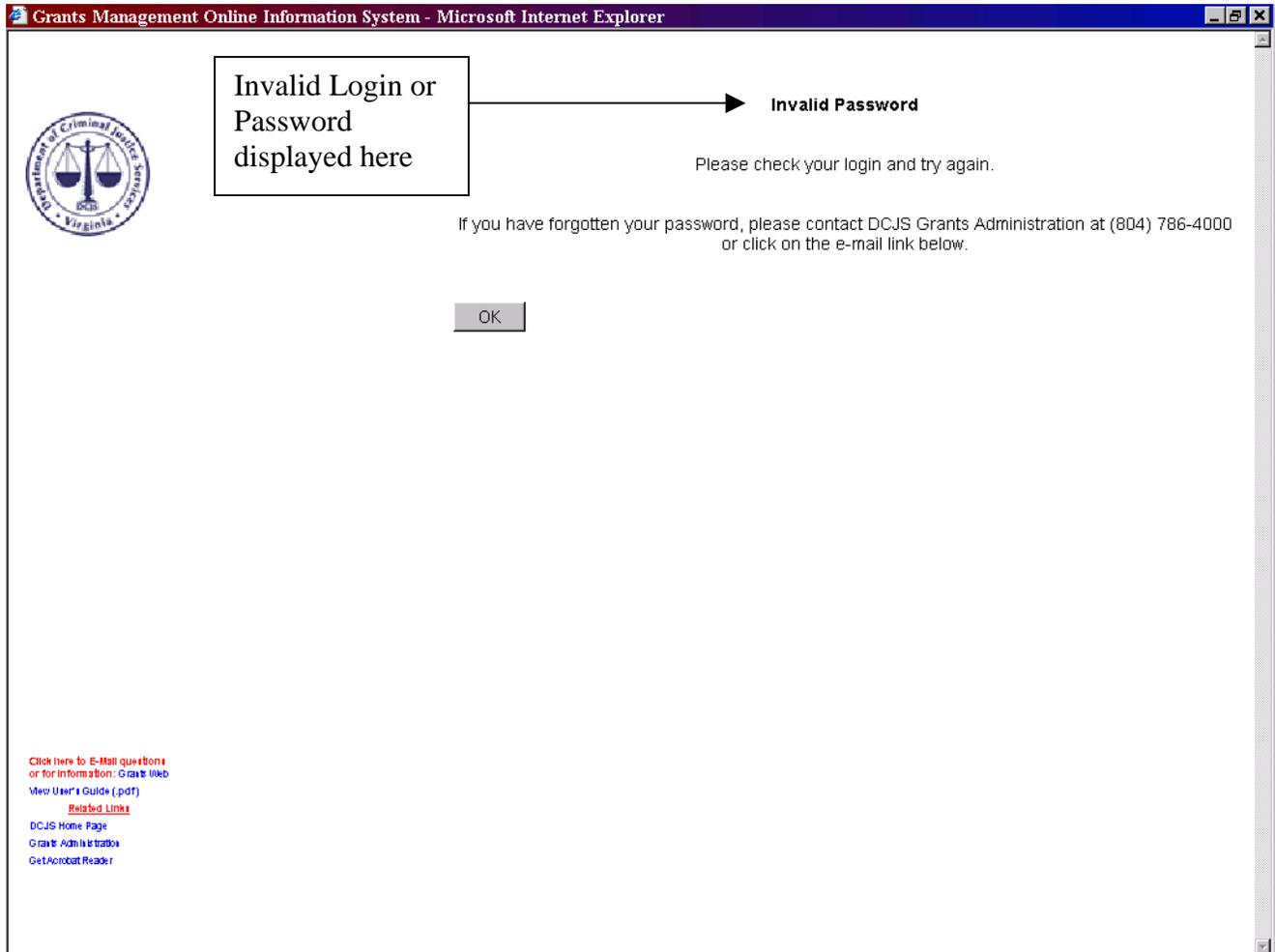

Figure 48 - Invalid Login

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 in 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, at the Virginia Commonwealth Department of Criminal Justice Services with the user's name and locality to have an account created.
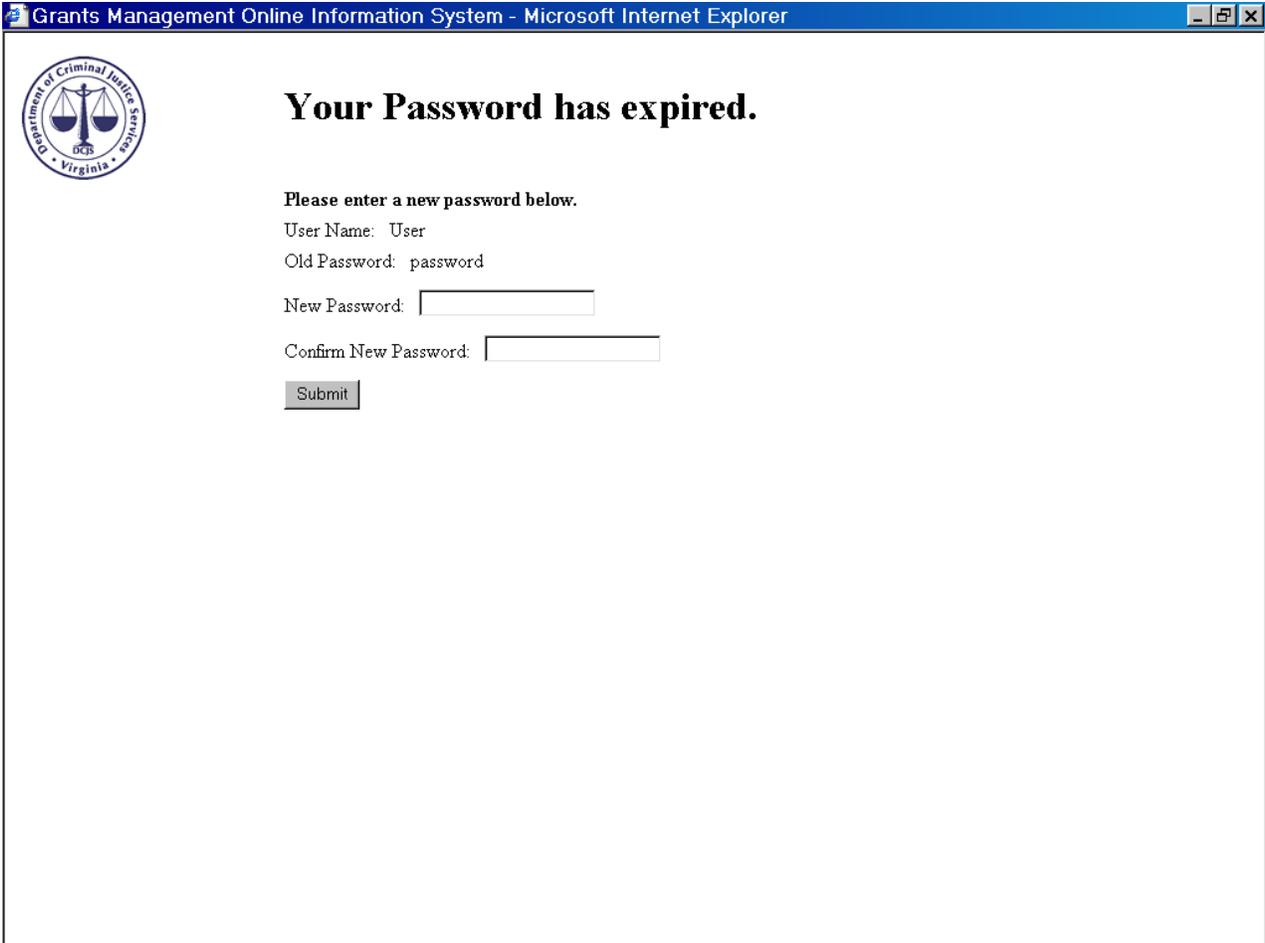
Figure 49 - Password Expired

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 to DCJS Grants Administration, 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.
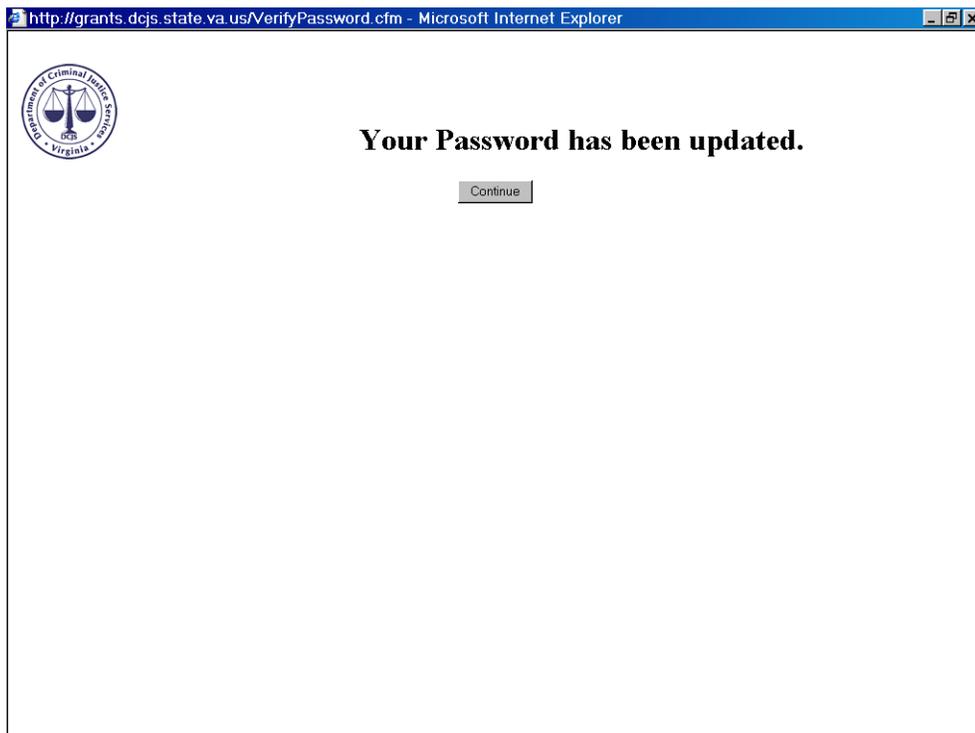

Figure 50 - Password Change Successful

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.
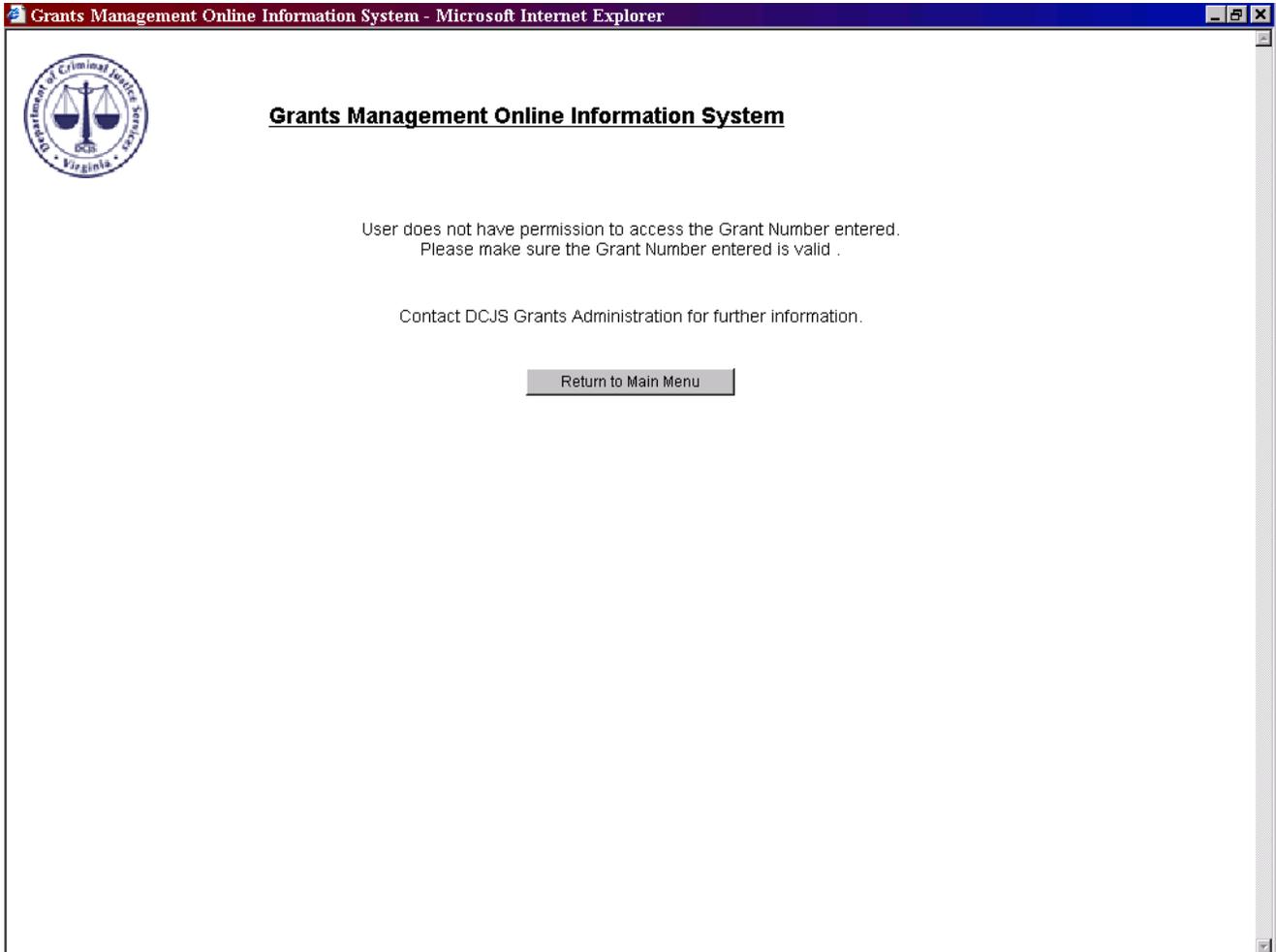

Figure 52 - Permission to Access Grant Number Denied

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.
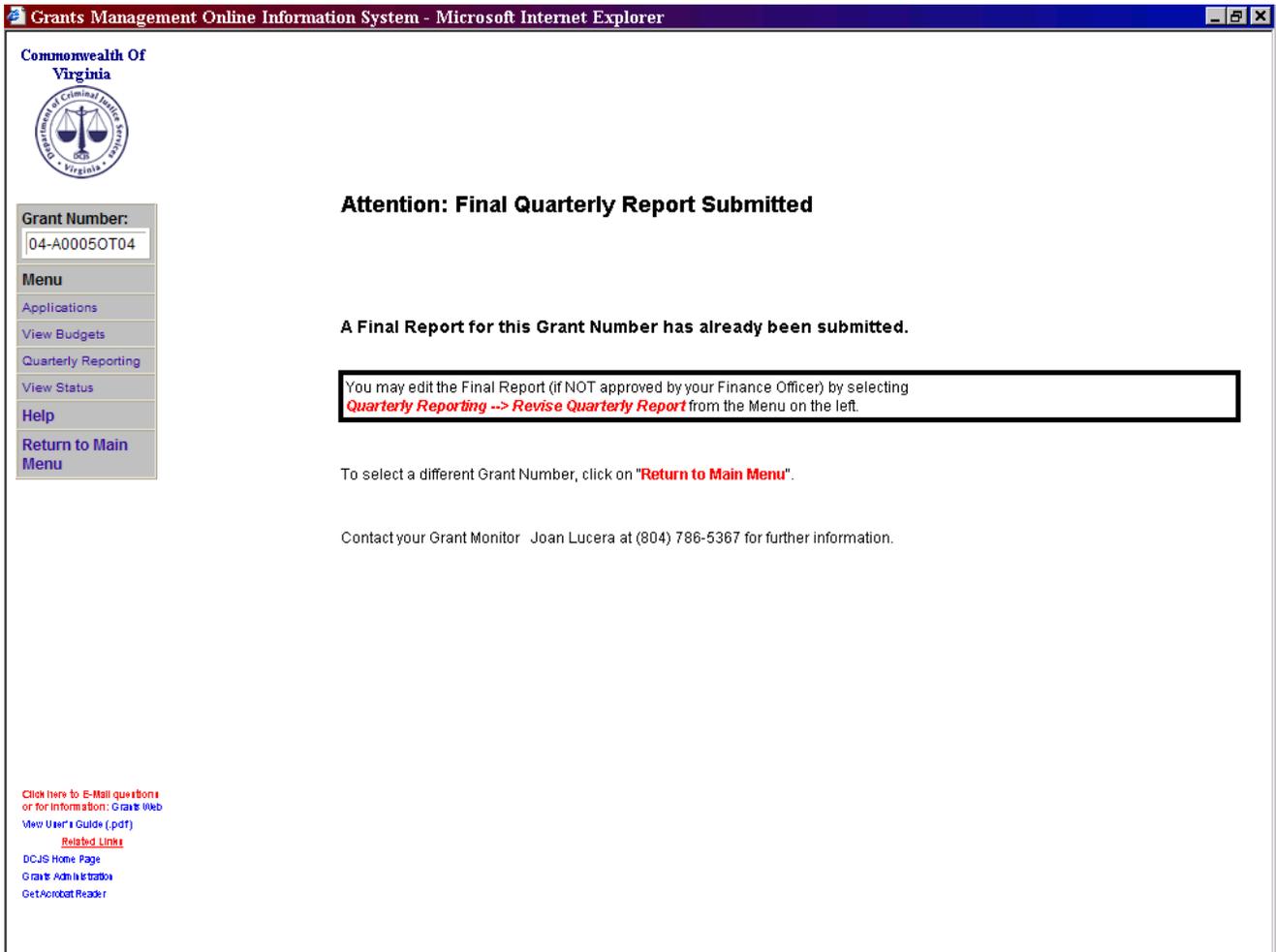
Figure 53 - Final Quarterly Financial Report Submitted

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.


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.
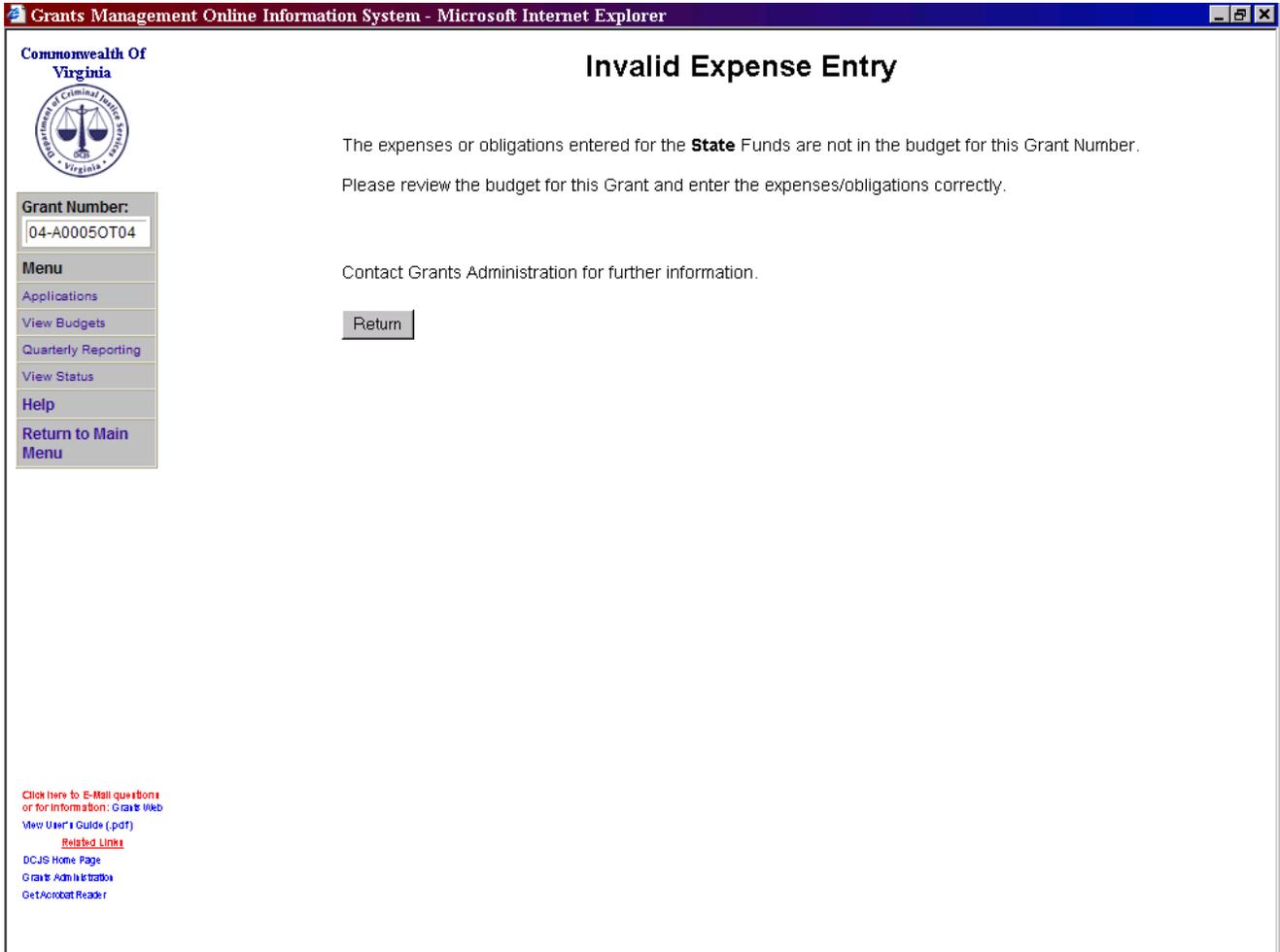
Figure 55 - Invalid Expense Entry

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.
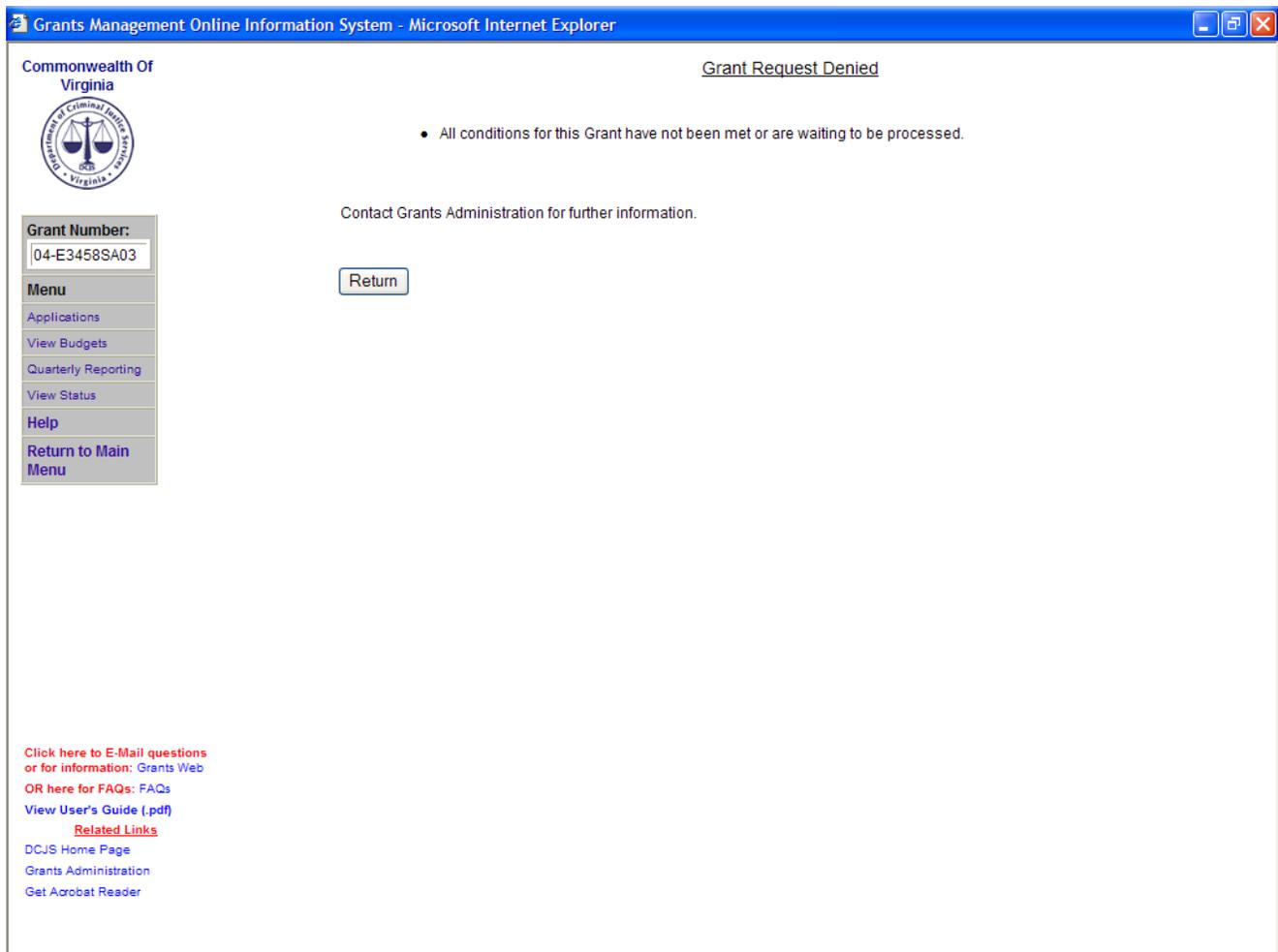

Figure 56 - Special Conditons Not Met

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.
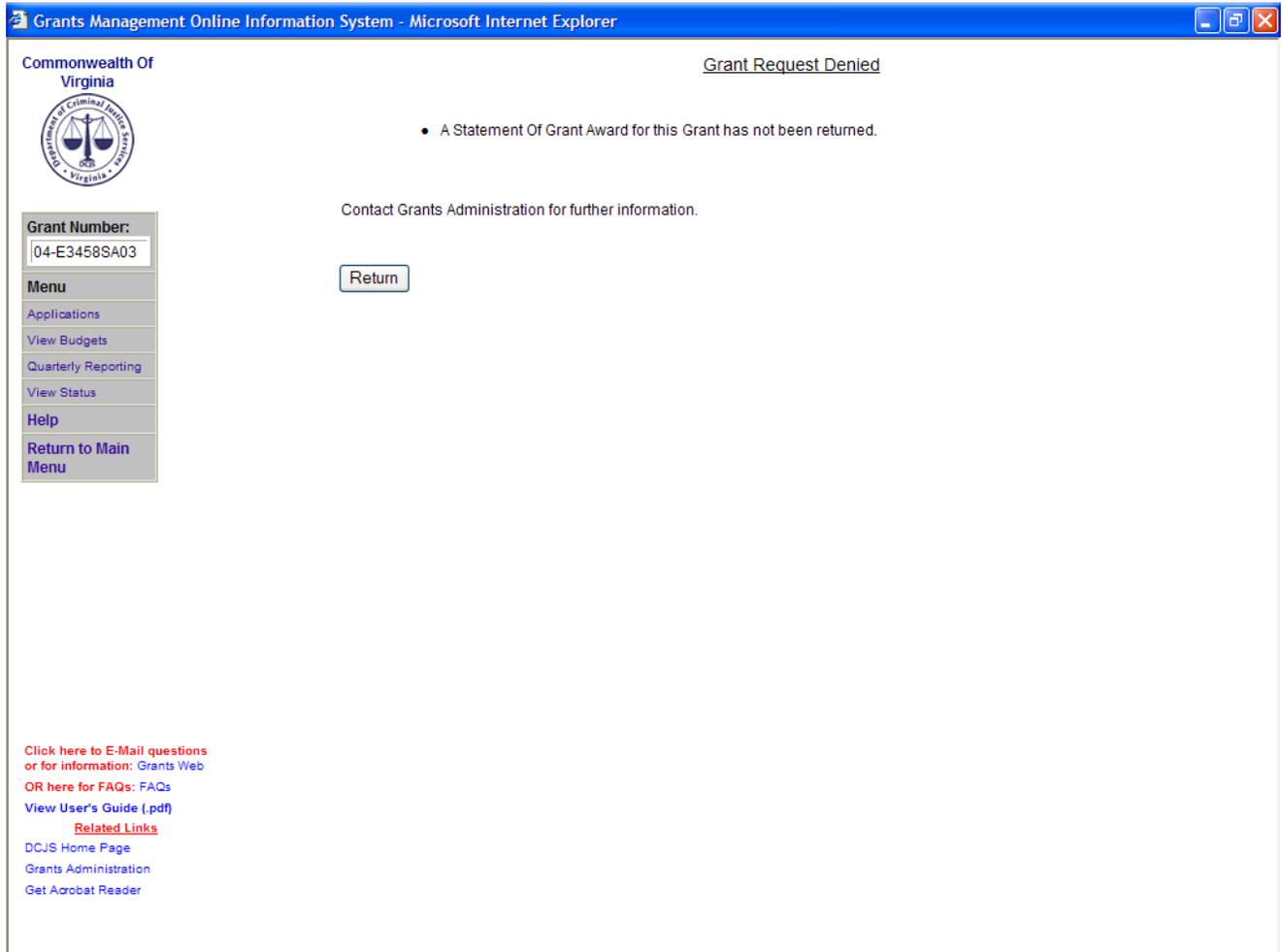

Figure 57 - Statement Of Grant Award Not Received

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.
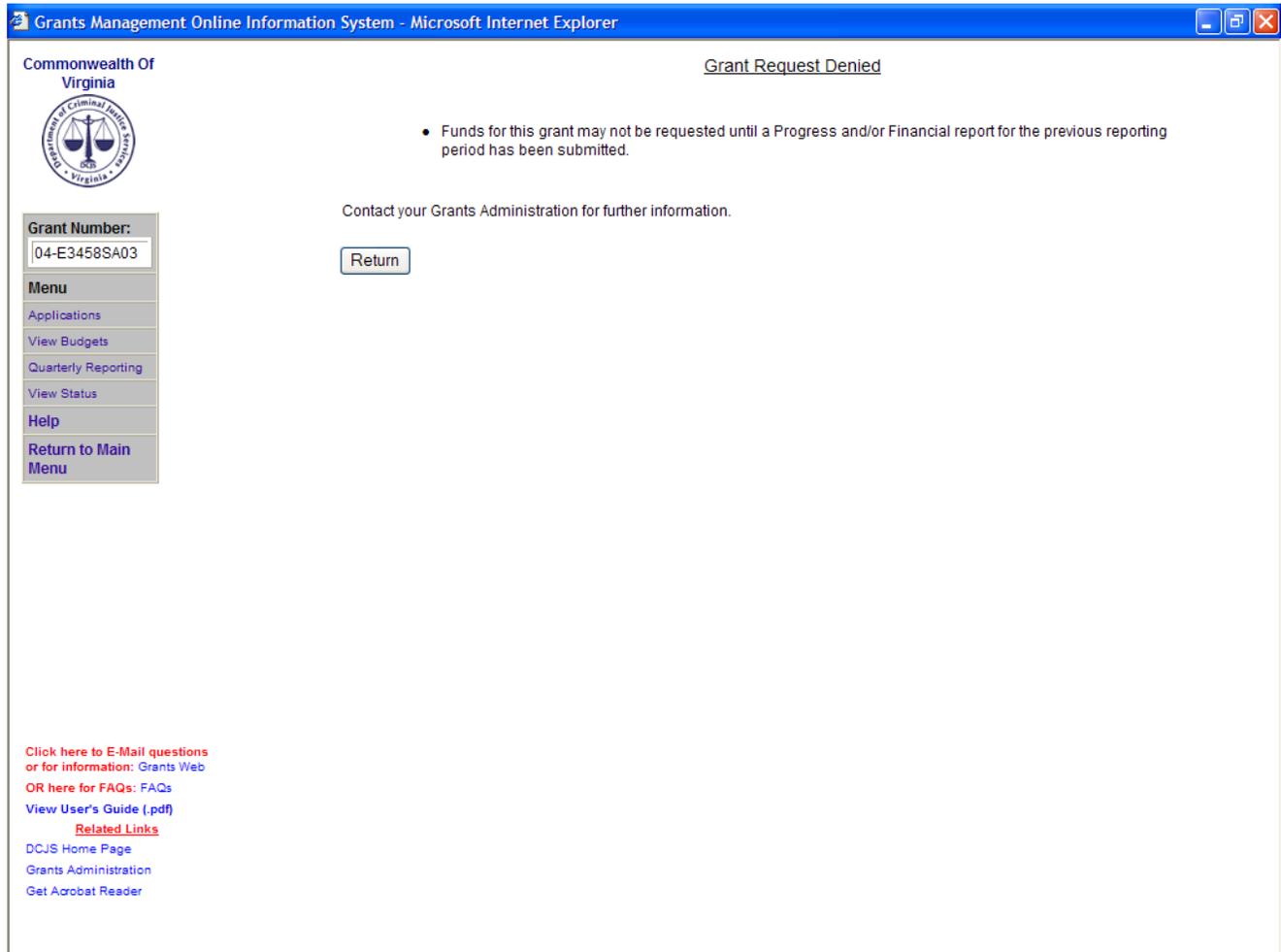

Figure 58 - Financial/Progress Report Not Submitted

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.
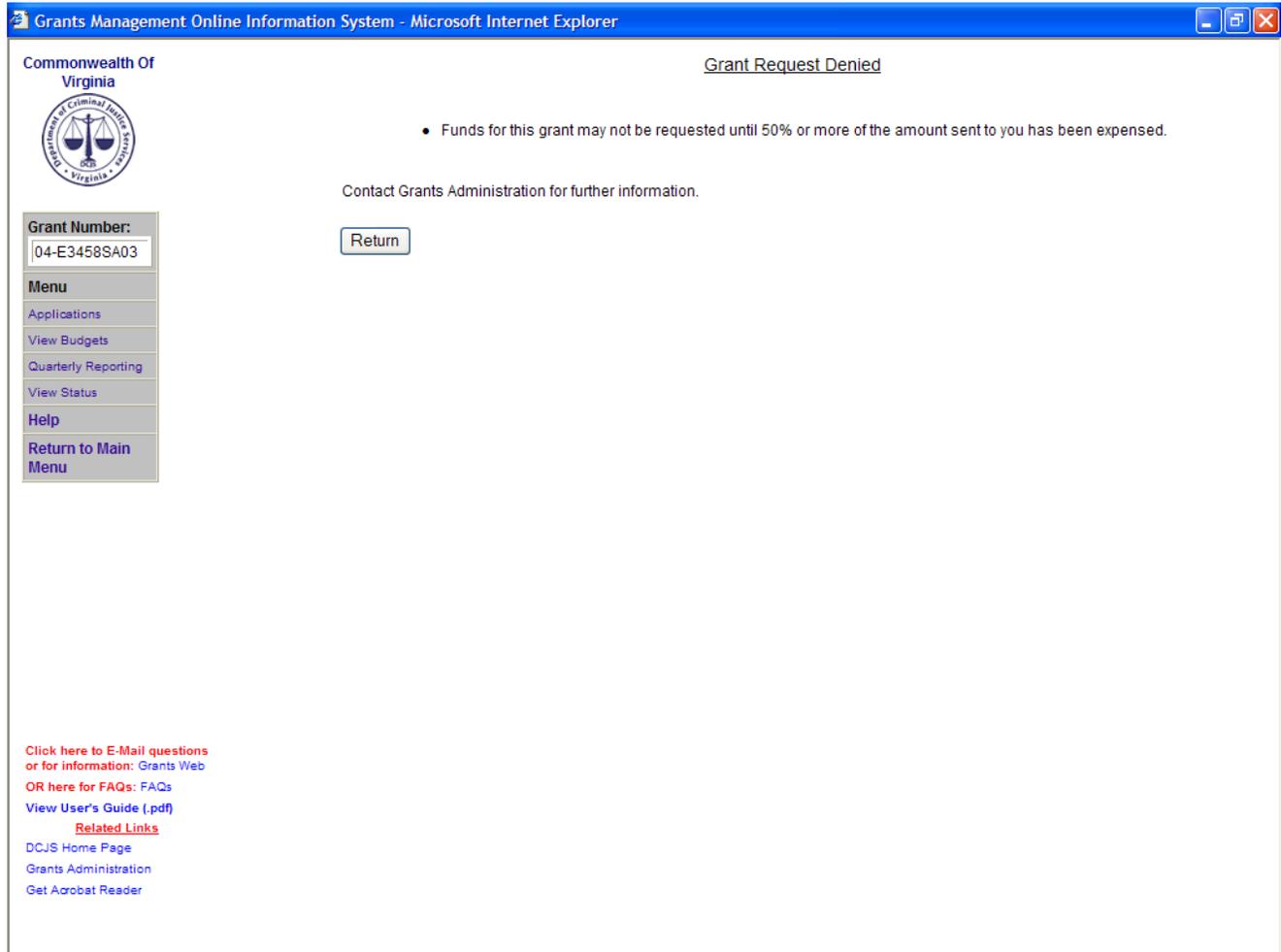

Figure 59 - Previous Funds Not Expensed

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.
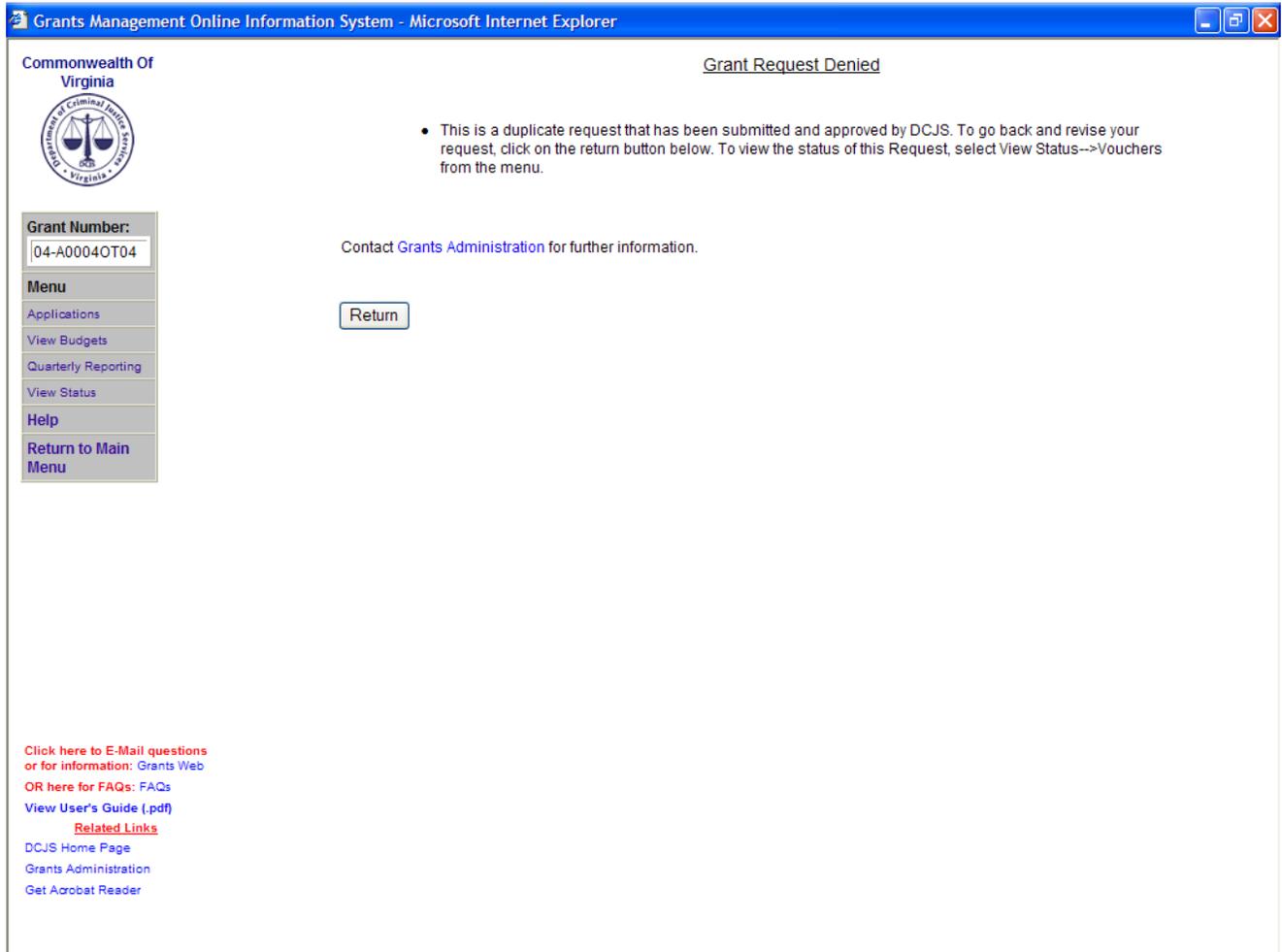
Figure 60 - Duplicate Request Submitted

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.
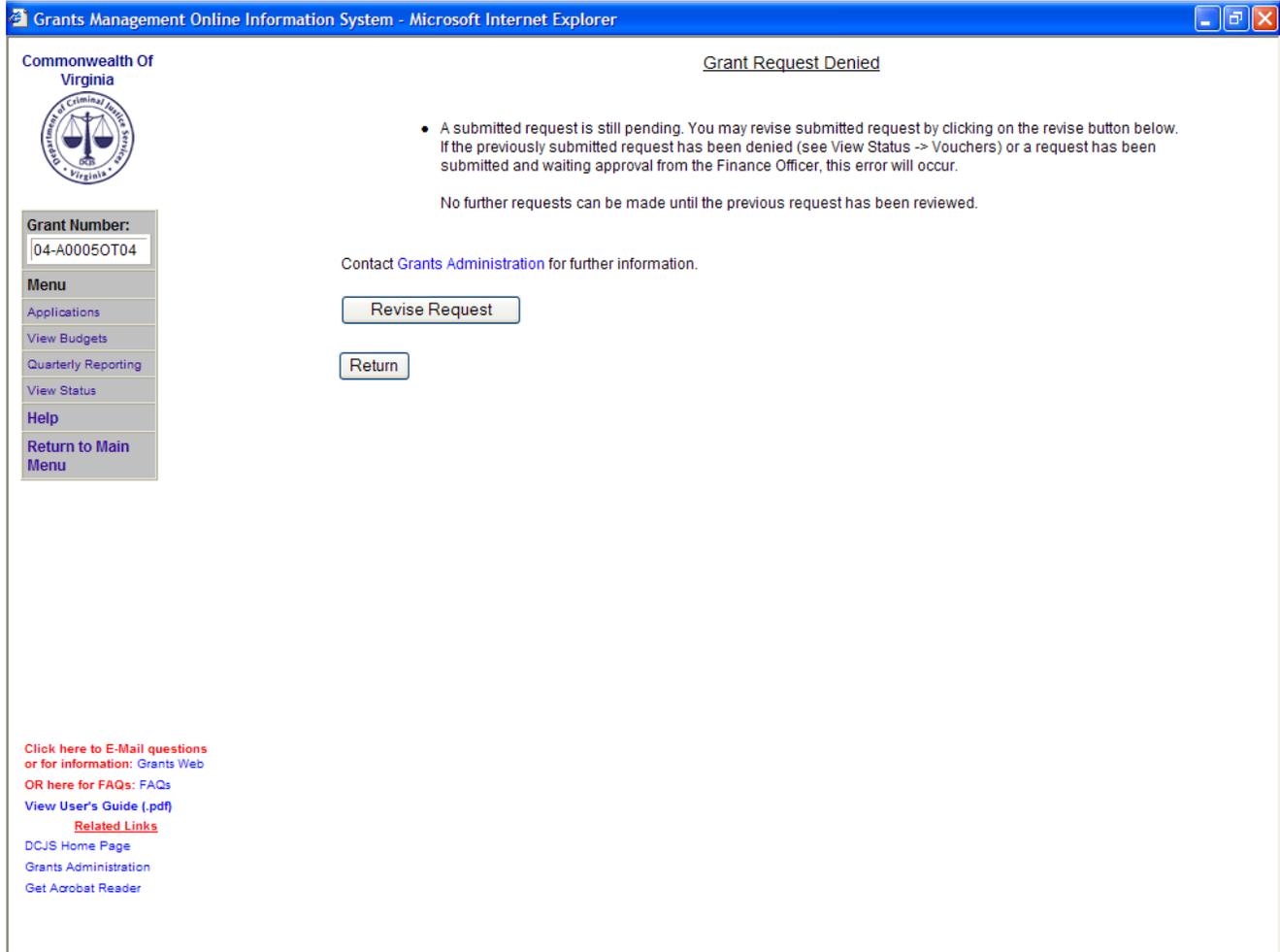

Figure 61 - Submitted Request Still Pending

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.

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.
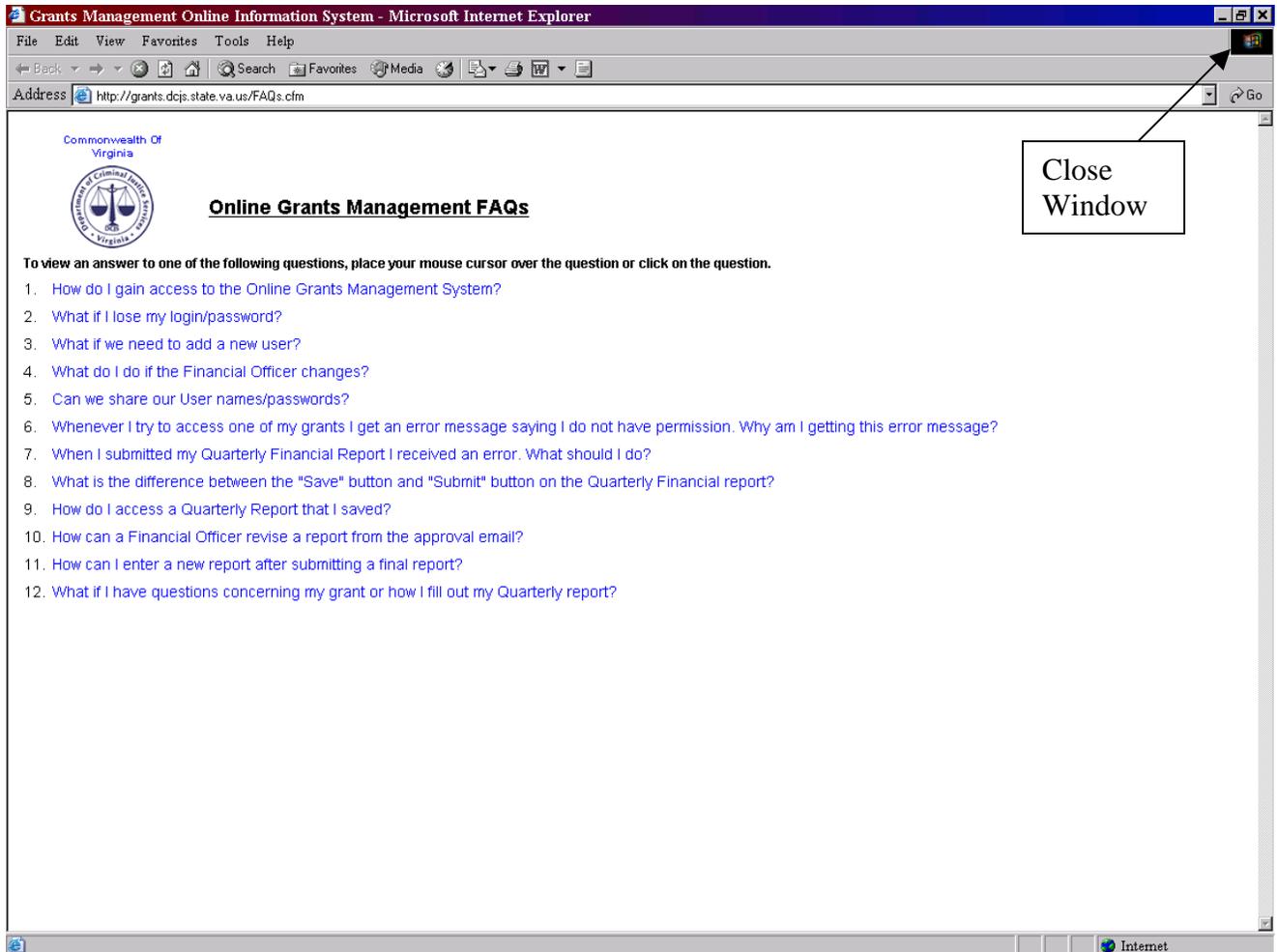

Figure 62 - FAQ Question page
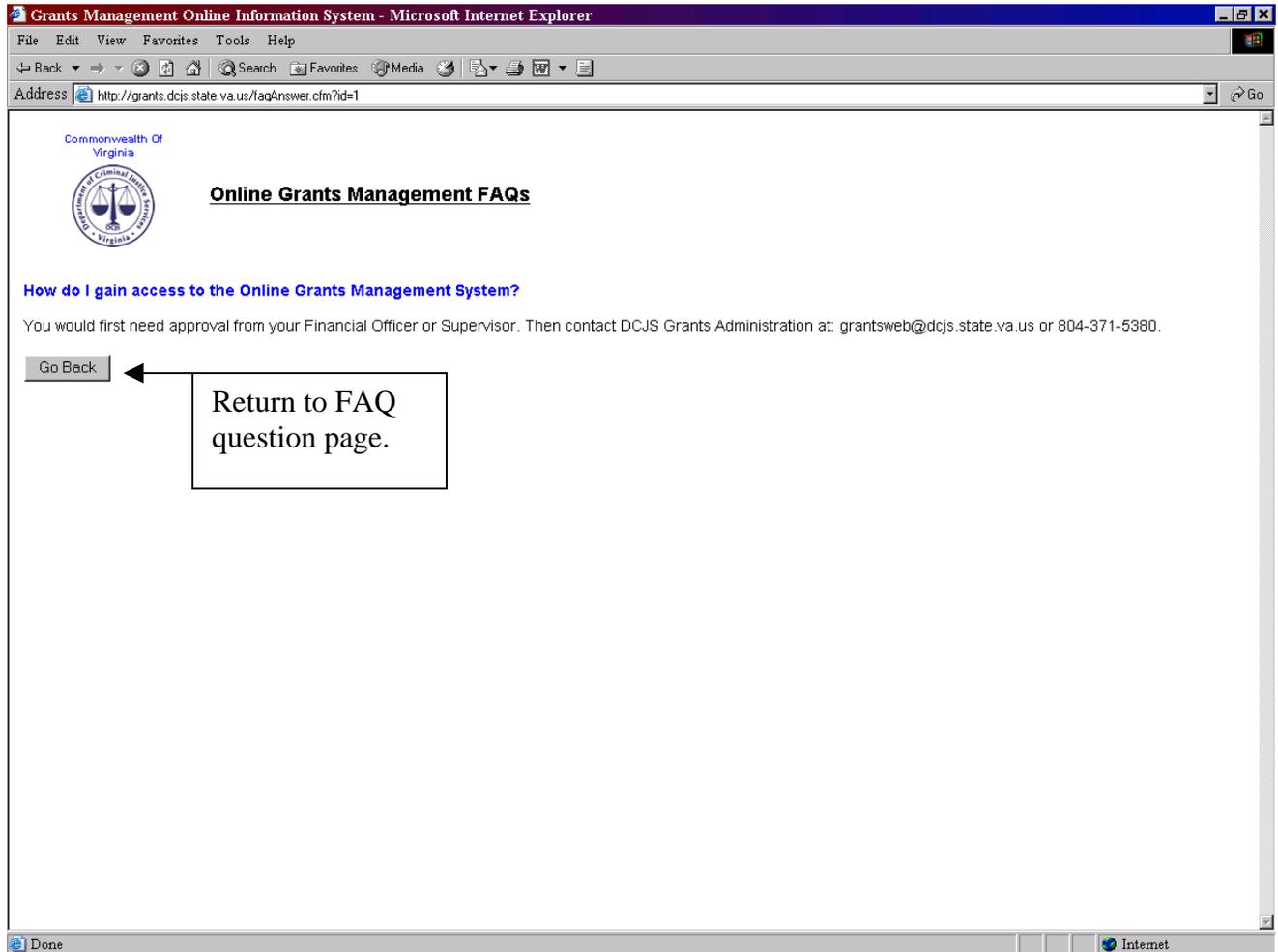
Figure 63 - FAQ Answer page