

Financial Management Officer Actions

Indian Health Service (IHS)

July 2023

Housekeeping



Microphones are open – please mute if not speaking



Webinar is being recorded and will be available at a later time



Training is in our training environment



Enter questions in the chat or ask by phone during the designated question time



Documentation on training topics is available



Tell us how we did in the survey

Setting the Stage

The GrantSolutions Grants Management Services (GMM) training course is:

- ✓ An overview of how grants are processed within the system
- ✓ Training to teach system functionality
- ✓ An opportunity to write down any question you have during class. Time will be allotted for Q&A
- ✓ An opportunity to document business process questions

Setting the Stage

The GrantSolutions Grants Management Services (GMM) training course is NOT:

- x An opportunity to discuss enhancements or changes to the system
- x A platform to discuss business process changes

Objectives



Create and Manage Financial Accounts



Manage Funds Planning



Perform Commitment Accounting



Mark Funds as Available

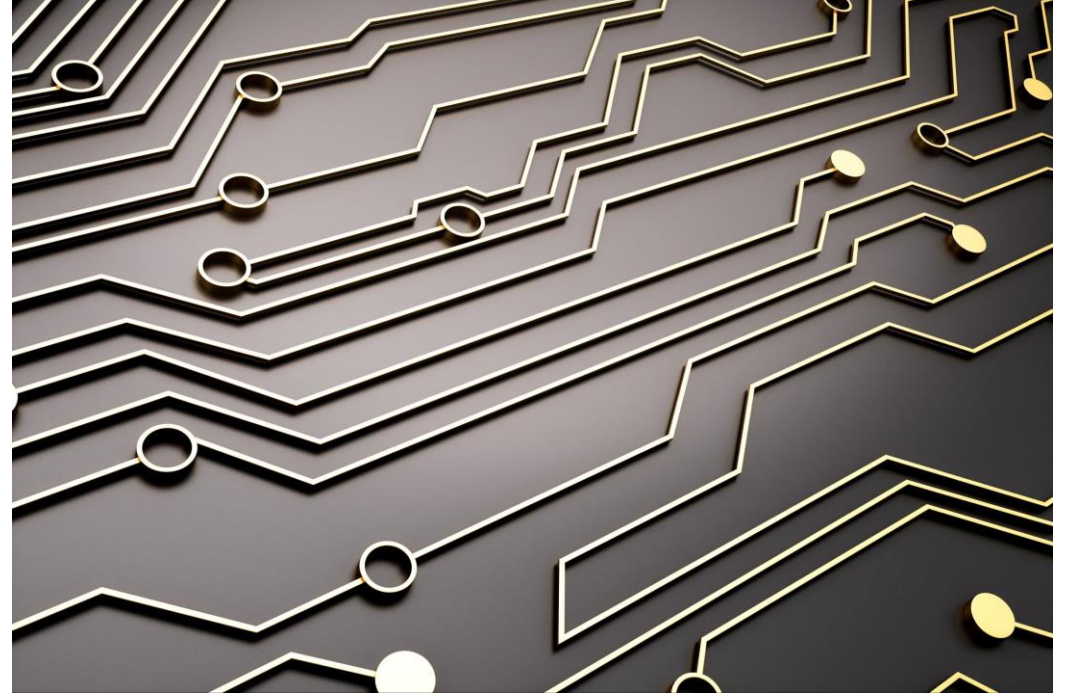
Agenda

- Introduction
 - What is GrantSolutions Grants Management Services?
 - FMO Role and Actions
 - External Accounting Systems
 - IHS New Competitive Award Workflow
- Create and Manage Financial Accounts
 - Search/Add Financial Accounts
 - View Existing Financial Accounts
- Manage Funds Planning
 - Search and Add/Remove Funds
 - View Details for a Transaction
 - Add Notes to a Transaction
 - Transfer Funds Between Grant Programs
- Commitment Accounting
 - Definition
 - Statuses
 - Create a Commitment
 - Revise a Commitment
 - Approve a Commitment
 - Disapprove a Commitment
 - Redo a Commitment
- Mark Funds as Available
- Q&A
- Resources
- Follow-Up Materials
- Help Desk



Introduction: What is GrantSolutions Grants Management Services?

- GrantSolutions Grants Management Services is a comprehensive electronic grant processing system
 - Facilitates the Federal government's end-to-end grant-related activities from application receipt through closeout
- Role based system
 - Users may only perform tasks in the system if they have the appropriate assignments



Introduction: FMO Role and Actions

- **Financial Management Officer (FMO) Role:**
Responsible for creating, managing, deleting, and funding Financial Accounts in GrantSolutions
- **Financial Management Officer (FMO) Actions:**
 - Create and Manage Financial Accounts
 - Manage Funds Planning
 - Create a Commitment
 - Revise a Commitment
 - Approve a Commitment
 - Disapprove a Commitment
 - Redo a Commitment
 - Mark Funds as Available

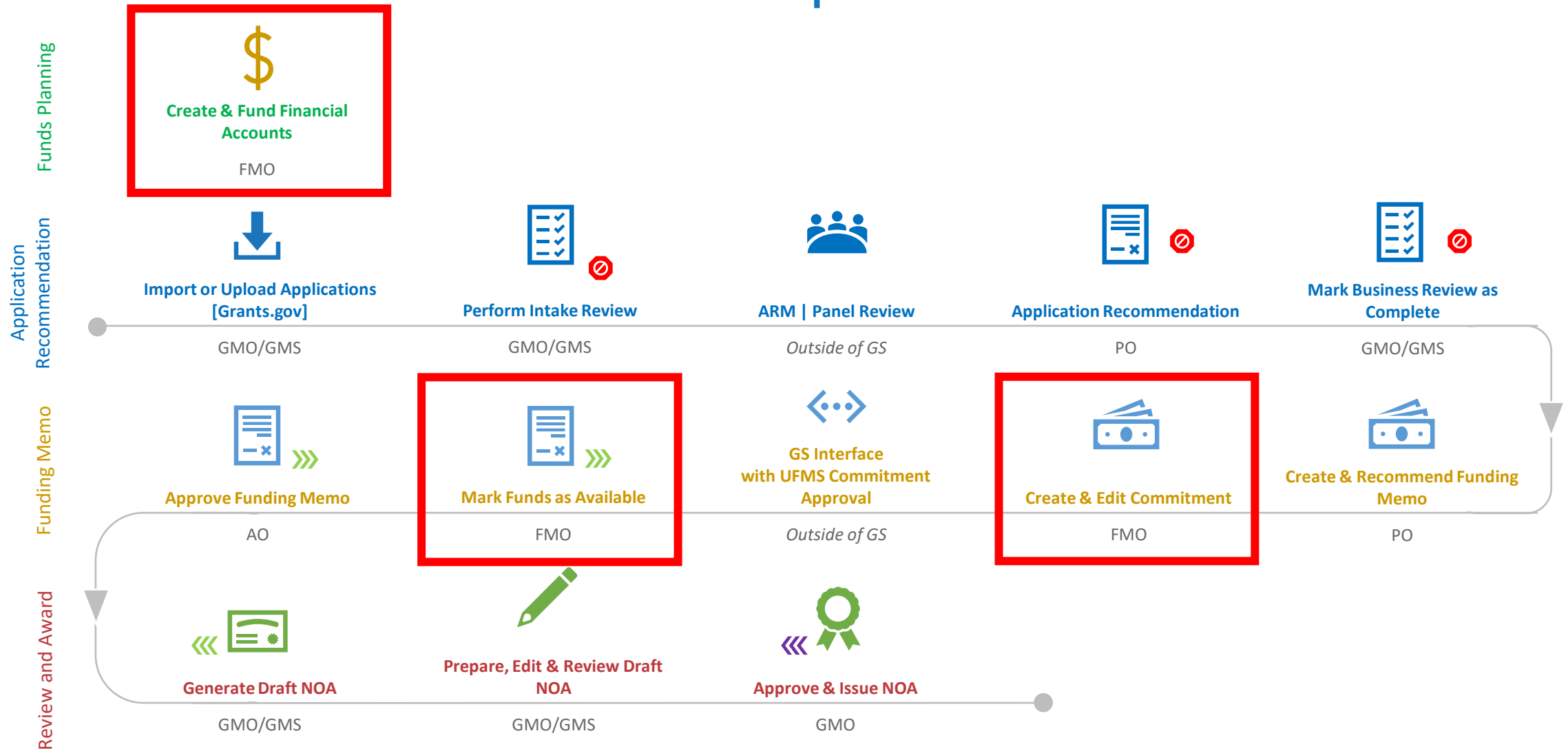


Introduction: External Accounting Systems

- Accounting systems used by partners that interact with GrantSolutions
- External accounting systems vary by partner
- External Accounting System for the Indian Health Service (IHS): Unified Financial Management System (UFMS)



Introduction: IHS New Competitive Award Workflow



Option to disapprove. This stops the process.



Option to return Funding Memo to draft.



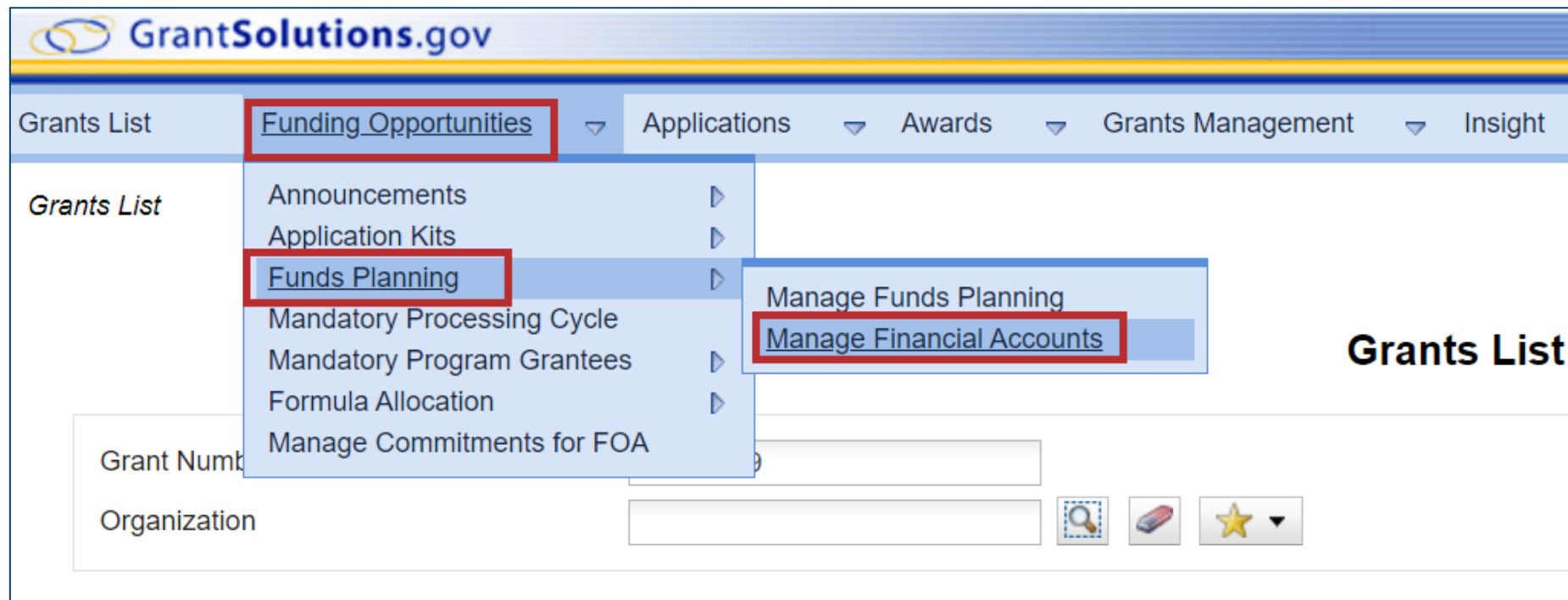
Option to return NOA to draft.

Create and Manage Financial Accounts

System Roles: FMO

Create and Manage Financial Accounts

- Program Office monies are tracked through “bank accounts” called Financial Accounts. Also referred to as CANs (Common Account Numbers)
- Financial Accounts are used to commit, obligate, and de-obligate funds



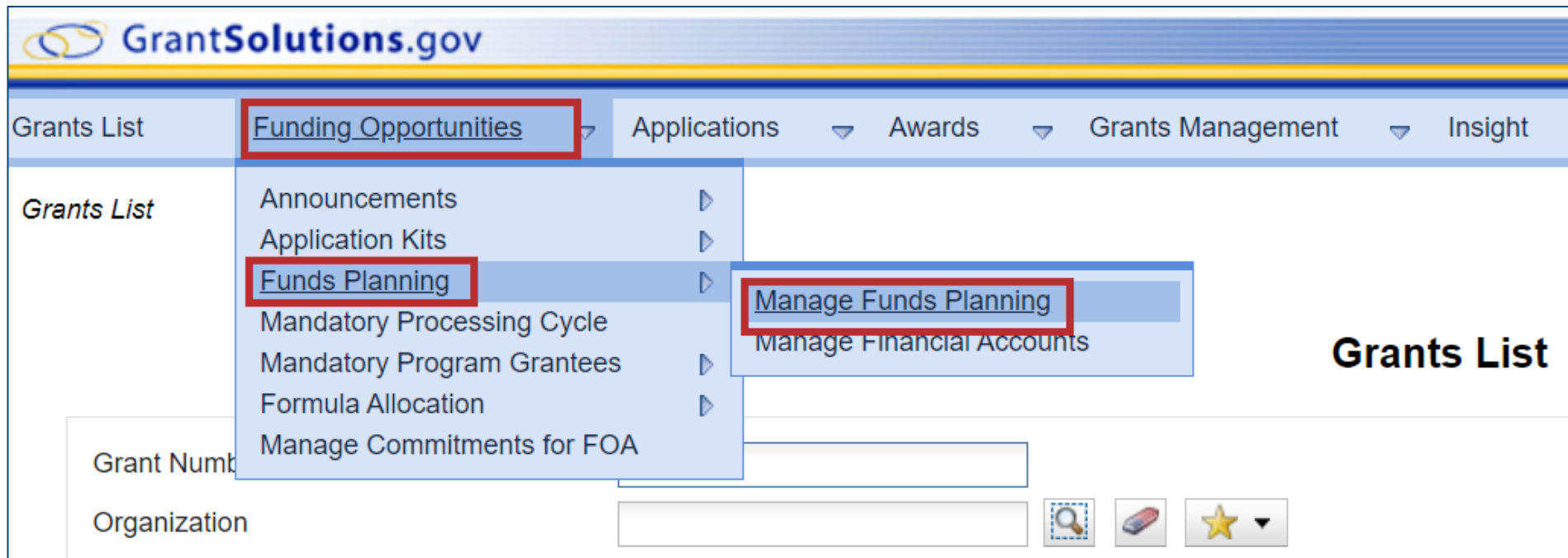
Manage Funds Planning

System Roles: FMO

Manage Funds Planning

Internal accounting system used to track funds in GrantSolutions (similar to a checkbook ledger)

- Keeps a log of a Grant Program's financial accounts in GrantSolutions, allowing for the tracking of funds at the Financial Account, Grant Program, and Service Area (optional) level
- Typically set up and managed by a Partner's Budget Office
- Does not interact with external systems



Manage Funds Planning

Actions:

- Add/Remove Funds: Increase or Decrease funds from a financial account
- Transfer Funds: Relocate funds to another Grant Program
- View Details: View details about a transaction within Grants Management Services and add a Memo

Manage Funds Planning

*** indicates a required field.**

Please enter search criteria

Fiscal Year *

2021

Program *

Financial Account

Search

Close

Page(s): 1

Financial Account	Fiscal Year	Grant Program	Service Area	Total Deposit	Total Balance	Action
	2021		None	\$1,000,000.00	\$1,000,000.00	Add/Remove Funds Transfer Funds View Details

Commitment Accounting

System Roles: FMO

Commitment Accounting: Definition

Purpose: to ensure that grant funds are available at obligation by reserving the funds in the accounting system via commitment transactions.

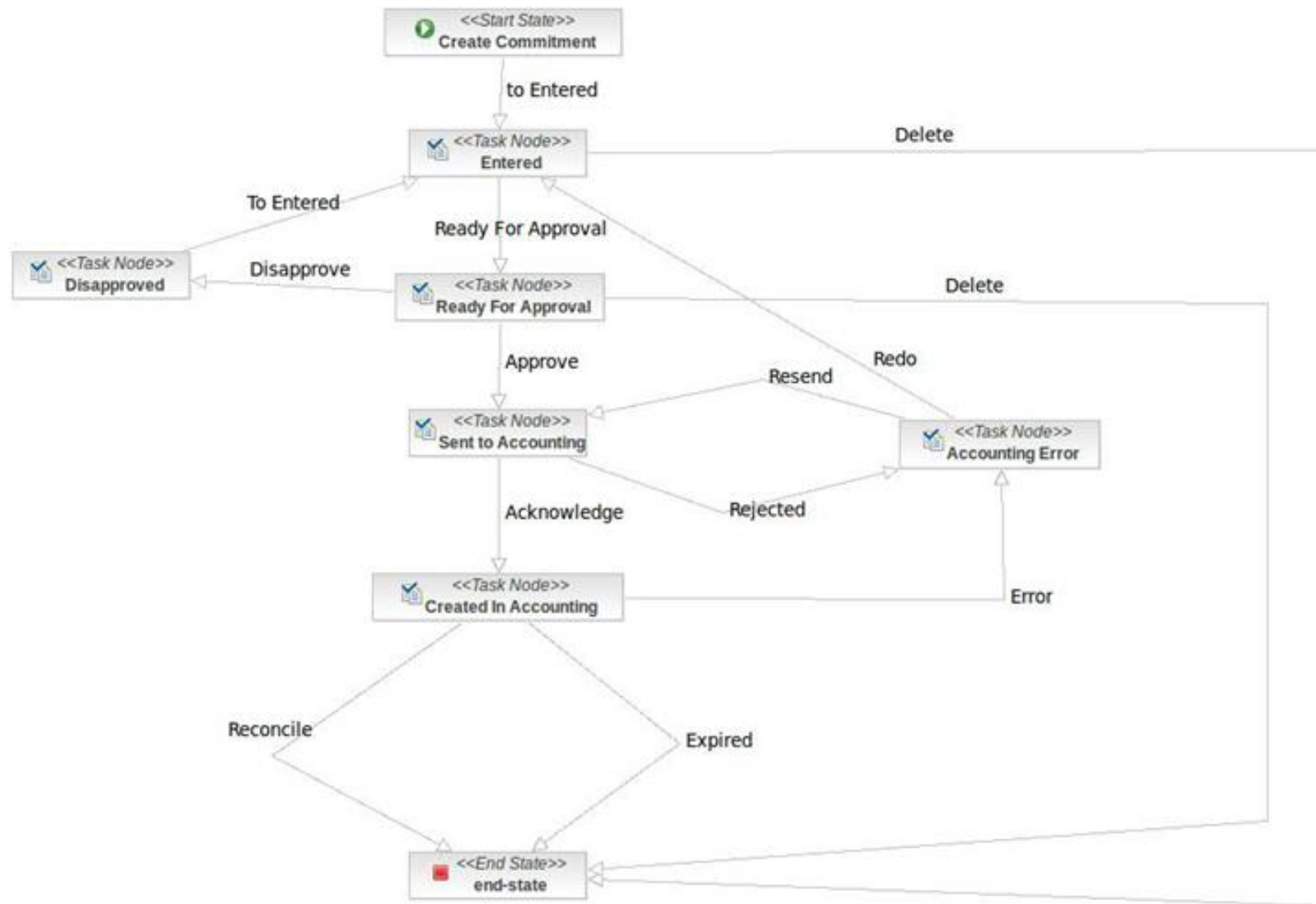
- Approved Commitment Transactions are sent to the financial system
- If obligations are for the commitment transaction(s), they are reconciled in the accounting system.
- In GrantSolutions, the commitment accounting service is configurable by Grant Program.



Commitment Accounting: Statuses

Status	Description
Entered	Editable
Ready for Approval	Editable
Disapproved	Editable
Sent to Accounting	Read Only, Amount can be revised
Created in Accounting	Read Only, Amount can be revised
Accounting Error	Read Only
Reconciled	Read Only
Obsolete	Read Only
Deleted	Read Only

Commitment Transaction Workflow



Screens the Manage Commitment link is available

Funding Memo

Application Type ⓘ
Announcement ⓘ
Funding Opportunity #
Grant Program ⓘ
Application Number ⓘ
Grant Number ⓘ
Assignment Options
Display Options
Workflow States ⓘ

- Please select an Application Type -

- Please select an Announcement -

- Please select a Funding Opportunity # -

- Please select a Grant Program -

☐ Only Display Memos for Primary Assignments

☐ Only Display Memos for Projects Assigned to Me

☒ All Status ☐ Not Started ☐ Complete

☒ Administrative Review
☒ Coordinator Review
☒ Disapprove Review
☒ Exception
☒ Grants Review
☒ Research Review

☒ Approved
☒ Deputy Review
☒ Disapproved
☒ Financial Review
☒ Ready For Approval Override
☒ Staff Review

☒ Budget Review
☒ Director Review
☒ Draft
☒ Funds Not Certified
☒ Ready To Approve

(Search filter Disabled)

SearchClose

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
☐	Non-Competing Continuation				Federal: \$599,902.00 Non-Federal: \$230,499.00	Financial Review Federal: \$599,902.00 Non-Federal: \$230,499.00 Next Workflow Actions		History Manage Commitment View Full Review Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review Funds Available Funds Not Available Reject

20

 GrantSolutions™

Screens the Manage Commitment link is available

Award Overview

Organization:		DUNS:	
Project Title:			
UEI:			
CCR EIN:			
Grant Number:		Approved Amount:	\$0.00
Amendment Number:	2	Funds Restricted:	No
Budget period Number:	3	Project Period:	09/30/2015 - 09/29/2020
FAIN:		Budget Period:	09/30/2017 - 09/29/2018
Application Number:		Application Type:	Amendment (Carryover Request (over 25%))
Workflow Status:	Drafted	Last Updated By/Date:	

Award Preparation

- [Budget Worksheet](#)
- [Funding Restrictions](#)
- [Manage Commitments](#)
- [Manage Project Abstract](#)
- [Application Notes](#)

Award Actions

Award Information

- [Application](#)
- [Award Workflow History](#)
- [Next Workflow Actions](#)
- [Funding Memo](#)
- [View/Print Last Notice of Award](#)
- [Award Summary](#)
- [View/Print Notice Of Award](#)
- [Recipient Data Insights](#)

Screens the Manage Commitment link is available

Grants List [Advanced Search](#)

Grant Number or FAIN
Organization   

Search within results

1 - 1 of 1 item [50](#) | [100](#) | [150](#) | [200](#) | [1000](#) 1

☐	Program Office	Grant Program	1 ▲	Grant Number	2 ▲	Organization	Project Period Start Date	Project Period End Date	Project Status	Actions
☐							09/30/2017	09/29/2022	No Amendments In-Progress	     
☐	FAIN: Project Title: Budget Period: 2 Start Date: 09/30/2018 End Date: 09/29/2019 Federal Budget: \$598,716.00 Last Issued Award Grant Number: Issued Date: 09/17/2018						Project Locale: None Categories: None Non Competing Continuation Status: Review in Progress Due Date: 04/05/2019 Actions: View Kit		Actions Award Summary Contact Management View Report Forms Change Project Locale Manage Commitment Terms and Conditions Funding Restrictions Manage Project Abstract Closeout Checklist Closeout by Budget Period	

Commitment Accounting: Approve a Commitment

Workflow Status		Last Updated Date	Change Workflow Status	Action
\$5,000.00	Ready For Approval	04/12/2021 3:16:07 PM	Approve Disapprove Delete	Edit History.

Create New

Close

Commitment Accounting: Approve a Commitment

Reconciled Transactions					
Fiscal Year	Object Class	Financial Account	Committed Amount	Obligated Amount	Obligation Doc Number
	41.45	12345	255,000	255,000	

Commitment Accounting: Disapprove a Commitment

Amount	Workflow Status	Last Updated Date	Change Workflow Status	Action
\$15.00	Ready For Approval	04/27/2022 1:36:46 PM	Approve Disapprove Delete	Edit History.

Create New

Close

Commitment Accounting: Disapprove a Commitment

Action Requested: Disapprove

Document Number	Financial Account	Object Class	Amount
			\$15.00

Comments *

OK

Cancel

Commitment Accounting: Disapprove a Commitment

Action Requested: Disapprove

Document Number	Financial Account	Object Class	Amount
			\$15.00

Comments *

OK

Cancel

Commitment Accounting: Disapprove a Commitment

Transaction History				
User	Action	Task	Completed Date	Comments
		Entered		
	To Entered	Disapproved	10/05/2022 03:06 PM EDT	
	Disapprove	Ready For Approval	10/05/2022 03:00 PM EDT	
	Ready For Approval	Entered	10/05/2022 02:52 PM EDT	

Commitment Accounting: Redo a Commitment

Manage Commitment

Grant Number

Organization Name

Location

Program

Project Period 04/01/2023 - 03/31/2026

Commitment

Description

Commitment Document Number

Pending Transactions Total \$1,274,498.00

Unreconciled Transactions ②

Fiscal Year	Object Class	Financial Account	Amount	Workflow Status	Last Updated Date	Change Workflow Status	Action
2023			\$1,274,498.00	Created In Accounting	04/12/2023 2:23:06 PM		History
2023			(\$1,274,498.00)	Created In Accounting	04/12/2023 3:12:40 PM		History
2023			\$1,274,498.00	Accounting Error	04/14/2023 7:03:12 AM		History Assign FMO

Close

Reconciled Transactions ②

Fiscal Year	Object Class	Financial Account	Committed Amount	Obligated Amount	Obligation Doc Number	Action
-------------	--------------	-------------------	------------------	------------------	-----------------------	--------

Commitment Accounting: Redo a Commitment

Assign FMO to Next Workflow Action for Commitment Transaction

Possible workflow transitions include: Redo

Assign a Workflow Action

☐ Redo

Action can be performed by the following Financial Management Officer :

Select a FMO: --Please select a FMO-- ▾

Close Save

 **LIVE CHAT**

Commitment Accounting: Redo a Commitment

Assign FMO to Next Workflow Action for Commitment Transaction

Possible workflow transitions include: Redo

Assign a Workflow Action

☒ Redo

Action can be performed by the following Financial Management Officer :

Select a FMO:

 LIVE CHAT

Commitment Accounting: Redo a Commitment

Assign FMO to Next Workflow Action for Commitment

Redo was assigned to Financial Management Officer [REDACTED]

Continue

LIVE CHAT

Commitment Accounting: Redo a Commitment

Manage Commitment

Grant Number

Organization Name

Location

Program

Project Period 04/01/2023 - 03/31/2026

Commitment

Description [Edit](#)

Commitment Document Number

Pending Transactions Total \$1,274,498.00

Unreconciled Transactions

Fiscal Year	Object Class	Financial Account	Amount	Workflow Status	Last Updated Date	Change Workflow Status	Action
2023			\$1,274,498.00	Created in Accounting	04/12/2023 2:23:06 PM		History
2023			(\$1,274,498.00)	Created in Accounting	04/12/2023 3:12:40 PM		History
2023			\$1,274,498.00	Accounting Error	04/18/2023 1:10:26 PM	Redo	History

[Create New](#) [Close](#)

Reconciled Transactions

Fiscal Year	Object Class	Financial Account	Committed Amount	Obligated Amount	Obligation Doc Number	Action
-------------	--------------	-------------------	------------------	------------------	-----------------------	--------

Commitment Accounting: Redo a Commitment

Manage Commitment

Grant Number

Organization Name

Location

Program

Project Period

04/01/2023 - 03/31/2026

Commitment

Description

Edit

Commitment Document Number

Pending Transactions Total

\$1,274,498.00

Unreconciled Transactions

Fiscal Year	Object Class	Financial Account	Amount	Workflow Status	Last Updated Date	Change Workflow Status	Action
2023			\$1,274,498.00	Created in Accounting	04/12/2023 2:23:06 PM		History
2023			(\$1,274,498.00)	Created in Accounting	04/12/2023 3:12:40 PM		History
2023			\$1,274,498.00	Entered	04/18/2023 1:21:57 PM	Ready For Approval Delete	Edit Cancel

Create New

Close

Reconciled Transactions

Fiscal Year	Object Class	Financial Account	Committed Amount	Obligated Amount	Obligation Doc Number	Action
-------------	--------------	-------------------	------------------	------------------	-----------------------	--------

Commitment Accounting: Redo a Commitment

Manage Commitment

Grant Number: 00000000

Organization Name: 00000000000000000000000000000000

Location: 0000000000

Program: 00000000000000000000000000000000

Project Period: 04/01/2023 - 03/31/2026

Commitment

Description: 00000000000000000000000000000000

Commitment Document Number: 00000000000000000000000000000000

Pending Transactions Total: 0.00

Unreconciled Transactions

Fiscal Year	Object Class	Financial Account	Amount	Status	Action
2023	0000	0000			History
2023	0000	0000	(\$1,270.00)		History
2023	0000	0000	\$1,270.00	Ready For Approval	Edit Delete History

Reconciled Transactions

Fiscal Year	Object Class	Financial Account	Amount	Obligation Doc Number	Action
-------------	--------------	-------------------	--------	-----------------------	--------

Transaction

Fiscal Year: 2023

*Object Class: 0000

*Financial Account: 0000

*Amount: Please select Financial Account

Commitment Accounting: Redo a Commitment

Manage Commitment

Grant Number

Organization Name

Location

Program

Project Period 04/01/2023 - 03/31/2026

Commitment

Description [Edit](#)

Commitment Document Number

Pending Transactions Total \$1,274,498.00

Unreconciled Transactions 2

Fiscal Year	Object Class	Financial Account	Amount	Workflow Status	Last Updated Date	Change Workflow Status	Action
2023			\$1,274,498.00	Created in Accounting	04/12/2023 2:23:06 PM		History
2023			(\$1,274,498.00)	Created in Accounting	04/12/2023 3:12:40 PM		History
2023			\$1,274,498.00	Entered	04/18/2023 1:21:57 PM	Ready For Approval	Edit History

[Create New](#) [Close](#)

Reconciled Transactions 2

Fiscal Year	Object Class	Financial Account	Committed Amount	Obligated Amount	Obligation Doc Number	Action
-------------	--------------	-------------------	------------------	------------------	-----------------------	--------

Commitment Notifications

System-generated notifications are e-mailed to staff authorized to work with Commitment Accounting. Notifications are sent in the following circumstances:

- If an application is approved for funding on the disposition
- If a Notice of Award has been generated and a commitment has not been entered for the application
- If a Commitment is entered but not approved
- If a Commitment is forwarded for approval



Mark Funds as Available

System Roles: FMO

Mark Funds as Available

- Funding Memo screen – *Financial Review* status
- FMO Possible Actions:
 - **Funds Available:** Indicates there are enough funds, comment is required, Funding Memo moves forward
 - **Funds Not Available:** Indicates there are not enough funds, comment is required, Funding Memo does not move forward, AO can Return or Disapprove
 - *Funds Not Certified* status
 - **Reject:** Comment is required, returns the Funding Memo to the *Draft* status

Select ☐	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
☐	New 		Dovel	Central Office	Federal: \$156,628.00 Non-Federal: \$39,921.00	Financial Review Federal: \$156,628.00 Non-Federal: \$39,921.00 Next Workflow Actions		History Manage Commitment View View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review Funds Available Funds Not Available Reject

Questions?



Resources

- GMM User Manual - Chapter 5 Financial Management Officer (FMO) Actions
- Quick Sheet: Redo Commitment for Financial Management Officers



Follow-Up Materials

- Link to recording
- Provide your feedback about today's training. Your valuable input will help to tailor future trainings with you in mind:

<https://grantsolutions.getfeedback.com/r/6EuO2mws>



Help Desk

- The GrantSolutions Help Desk is available to provide technical assistance
 - Monday – Friday 7 AM to 8 PM Eastern Time
 - Excluding Federal Holidays
 - Email: help@grantsolutions.gov
 - Phone: 866-577-0771

Thanks for attending!

