GMS – RIFANS Training

Updating Past and Future Transactions in RIFANS

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Introduction

The **R**hode **I**sland **G**rant **Id**entifier (RIGID) is a unique identifier created and populated in eCivis. The RIGID will be populated in the Internal Grant ID field once an award is moved to the "Grant Awarded" or "Funding Allocated" stage. RIGIDs are generated each night and should be visible in eCivis and RIFANS the day after you move your grant to awarded stage. The RIGID can be found easily by navigating to the Contracts & Accounts tab for your grant award.

In RIFANS, we will prefix the agency and line-sequence to create the RIFANS RIGID making it easier for the person entering the documents to pick the correct value. The format will be the 3-digit agency code, line sequence, RIGID. An example of how RIGID displays differently in GMS and RIFANS is:

- eCivis RIGID: 'B/GDIWtTDEaVZNz3Fue5sg=='
- RIFANS RIGID: '075-2145149-B/GDIWtTDEaVZNz3Fue5sg=='

The RIFANS RIGID needs to be entered in RIFANS to pass back expenses and revenue transactions to eCivis for reporting.

Future Transactions

RIFANS RIGID Data Load and Update Process

The Grantee Awards data file with the RIGID, Line Sequence and other Grants data is received daily from GMS (eCivis). This RIGID data file is then loaded into RIFANS. Expenditure Transactions (Requisition, PO, Invoice, GL) in RIFANS will automatically be updated with RIGID for records matching on Line Sequence Number. Only those RIGIDs which have one-one mapping to Line Sequence Number (One Line Sequence Number => One RIGID) will be used for updating expenditure transactions. Expenditure transactions from July 1st, 2019 with no RIGID will be included in this RIGID Update.

For match transactions, pick the RIFANS RIGID that shows the associated federal line sequence. There will not be a RIFANS RIGID with the match line sequence. This maximizes match flexibility. The match account string, including the line sequence, will still be transferred to eCivis for reporting purposes.

Like all other transactions, Payroll must have RIGID's assigned to transfer accurately into GMS. In some cases, payroll adjustments will need to be modified to align with RIGID's.

Example 1: Employee A is assigned to a federal home account and spends 100% of her time on the two grants (2 RIGIDs) associated with that account (1 line sequence). Employee A's time will need to be split based on time/effort so RIGID's can assigned and accurate amounts charged to the federal grants in GMS.

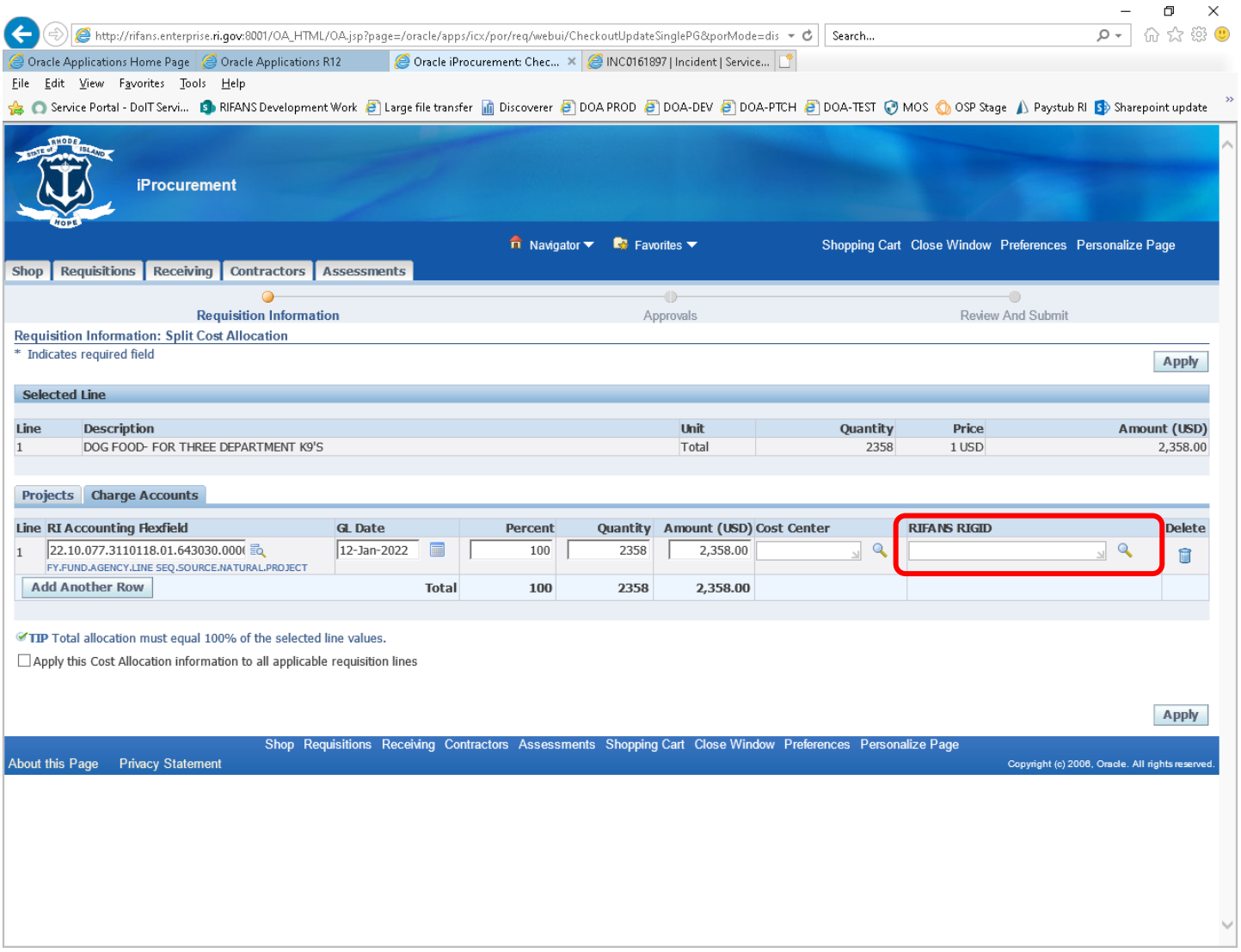
Example 2: General revenue (GR) payroll allocations used as match for federal awards may need to be split. Suppose SFY Q3 Payroll on GR line sequence 1234567 totals $300,000. This line sequence is used to match an annual federal formula grant. The federal 2020 grant still requires documentation of $250,000 in match. The 2021 grant will require $265,000 in match. Split the allocation accordingly (or via documented time/effort): apply $250k to the 2020 grant/RIGID, and the remaining $50k to the 2021 grant/RIGID.

RIGID data can be viewed from Requisition Distribution, Purchase Order Distribution, Invoice Line, Invoice Distribution, and GL lines **DFF (Descriptive Flex Fields) screen** as shown in below screenshots. Users can select the related RIFANS RIGID Code while entering the transaction data as shown in below screens.

Create/Edit Requisition

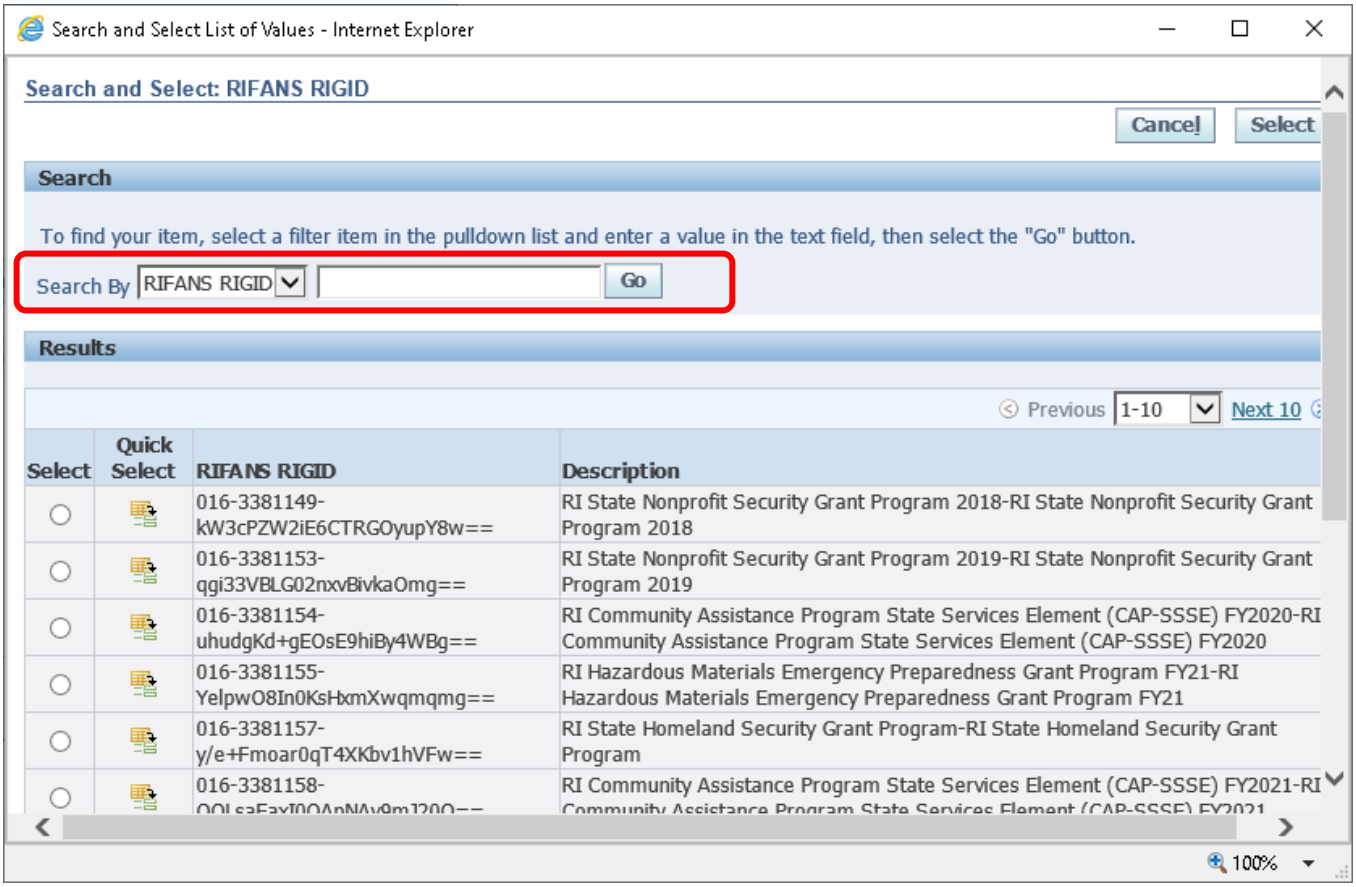
- Navigation: RI iProcurement User → View Cart and Checkout → Create/Edit Requisition
- This is the iProcurement screen used to Create/Edit Purchase Requisition
- RIGID can be tied to a Requisition using the DFF that has been setup at Requisition Distribution Level as highlighted in the screenshots below:

Requisition Distribution DFF



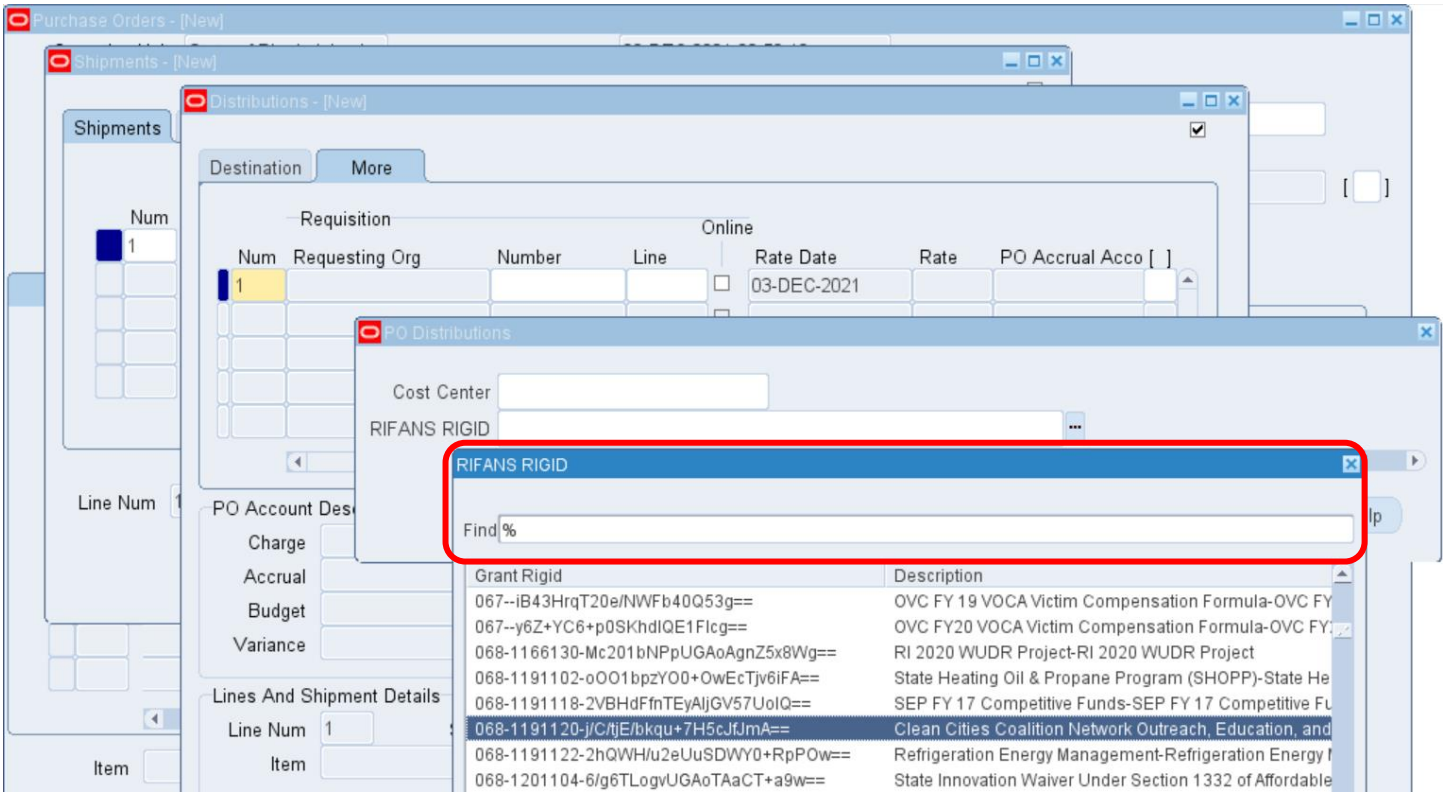
RIGID LOV (List of Values)

Below is the screenshot for RIFANS RIGID DFF that has been setup at Requisition Line Distribution Level

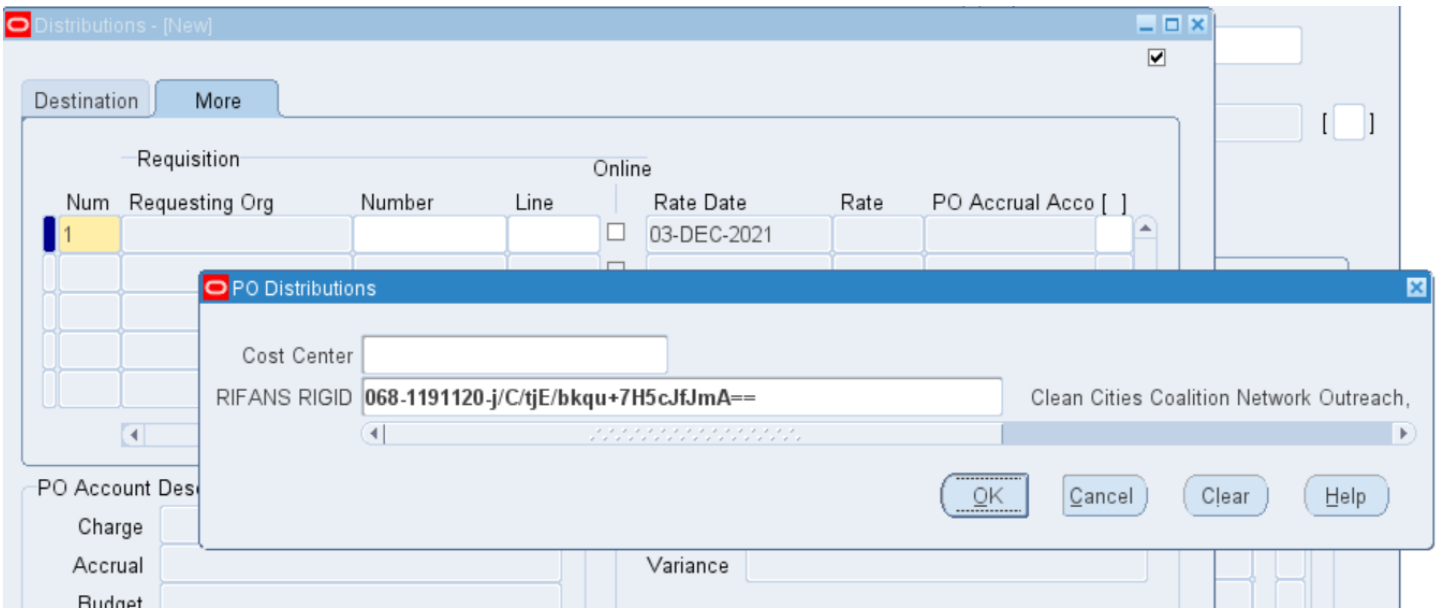


Purchase Order Distribution DFF

- Navigation: RI Purchasing User → Purchase Orders → Create/Edit Purchase Order
- This is the screen used to Create/Edit Purchase Order
- RIGID can be tied to a Purchase Order using the DFF that has been setup at Purchase Order Distribution Level as highlighted in screenshots below:

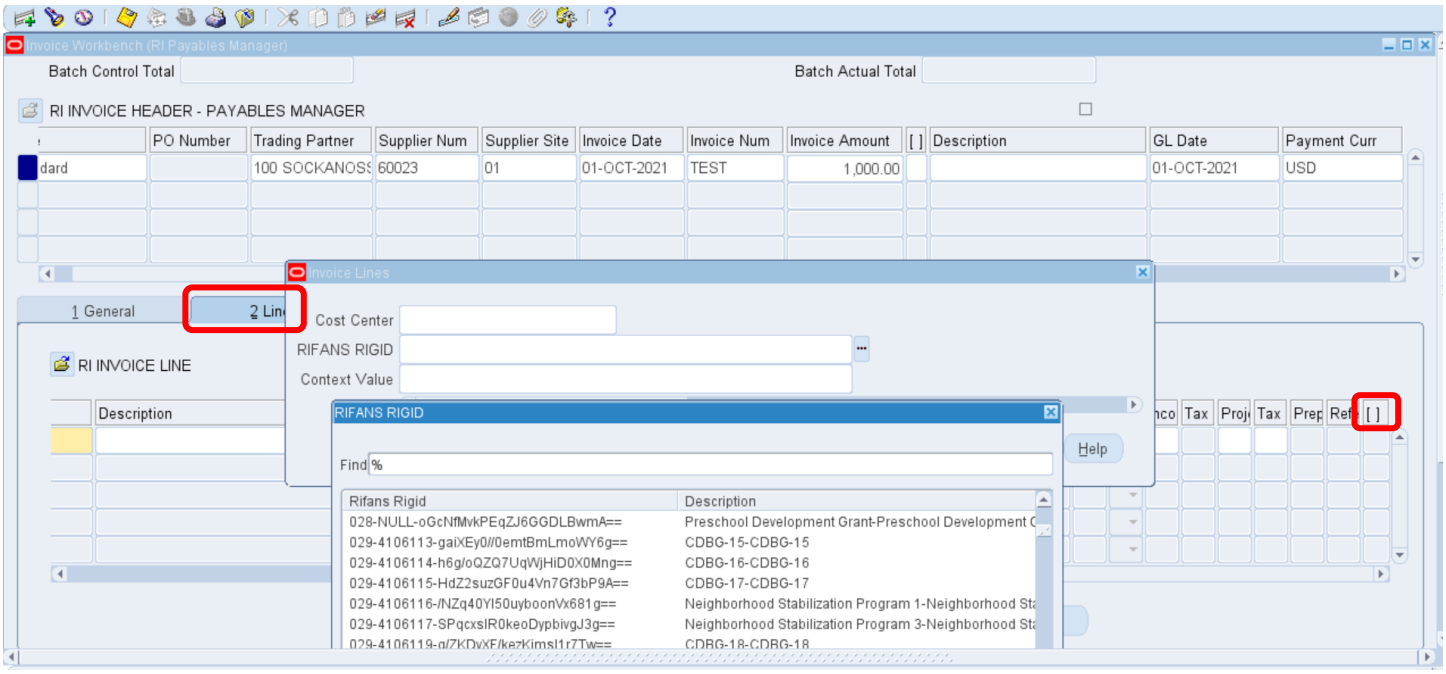


Below is the screenshot for RIFANS RIGID DFF setup at Purchase Order Line Distribution



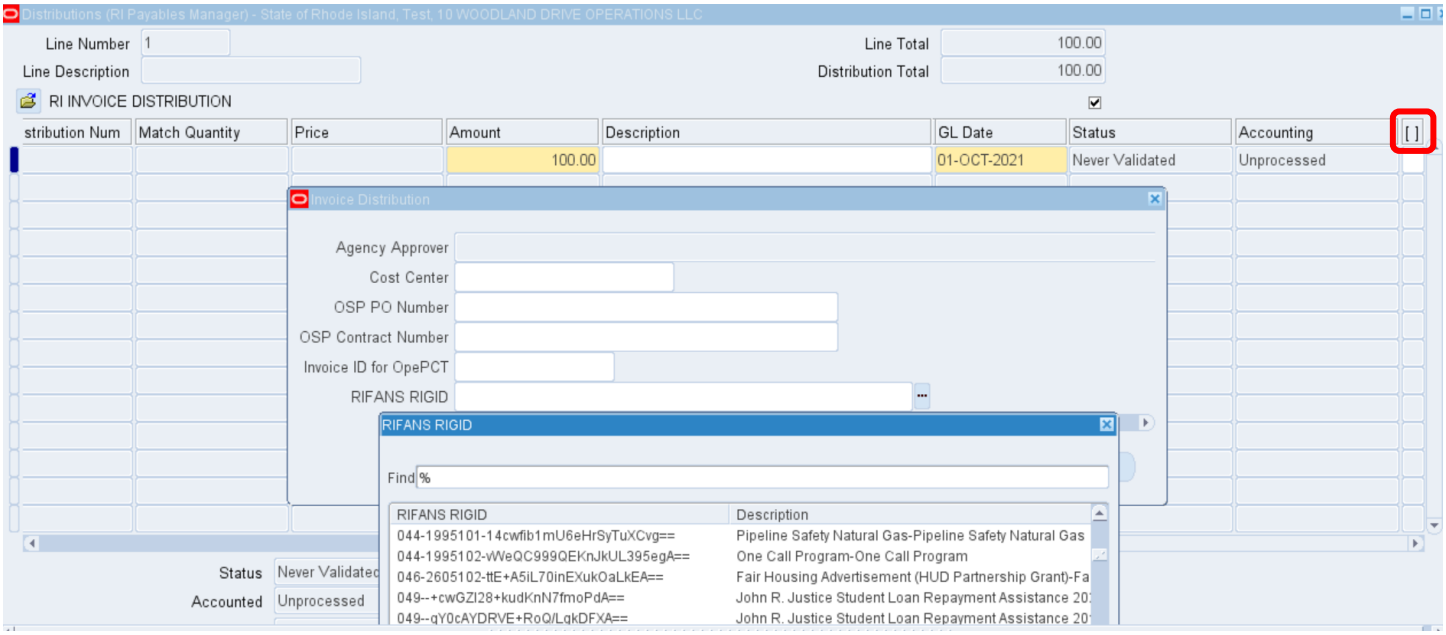
Invoice Line DFF

- Navigation: RI Payables Manager → Invoices → Entry → Invoices
- This is the screen used to Create/Edit Payables Invoices
- RIGID can be tied to an Invoice using the DFF that has been setup at Invoice Line Level and Invoice Distribution Level as highlighted in the screenshots below
- In Invoice screen, clicking on Line sub-tab and opening line level DFF will show RIFANS RIGID along with Cost Center



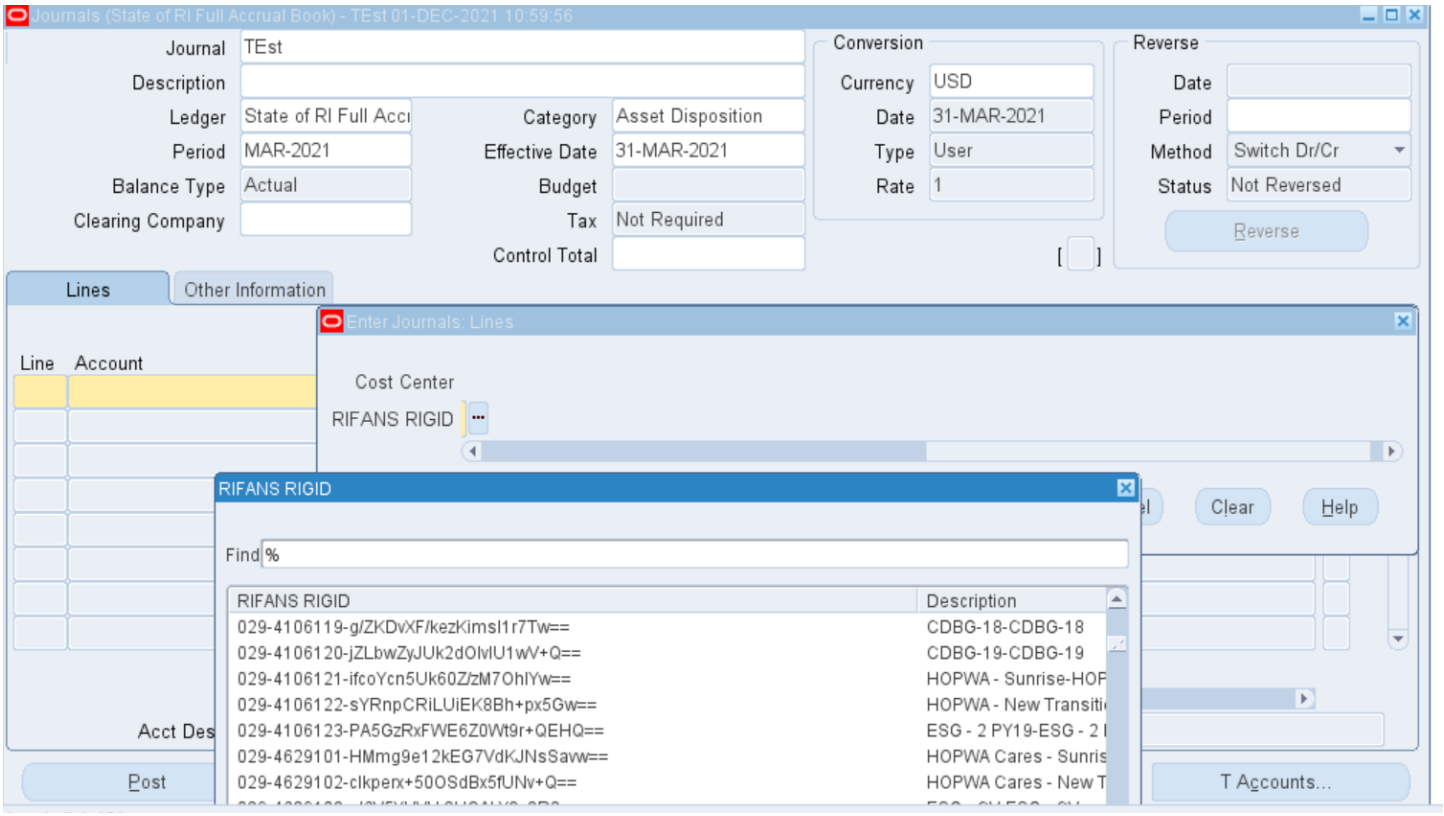
Invoice Distributions DFF

In Invoice Distributions Screen, expand on Distributions DFF, to open Distribution DFF with RIFANS RIGID, Cost Center, and other fields



Journal Lines DFF

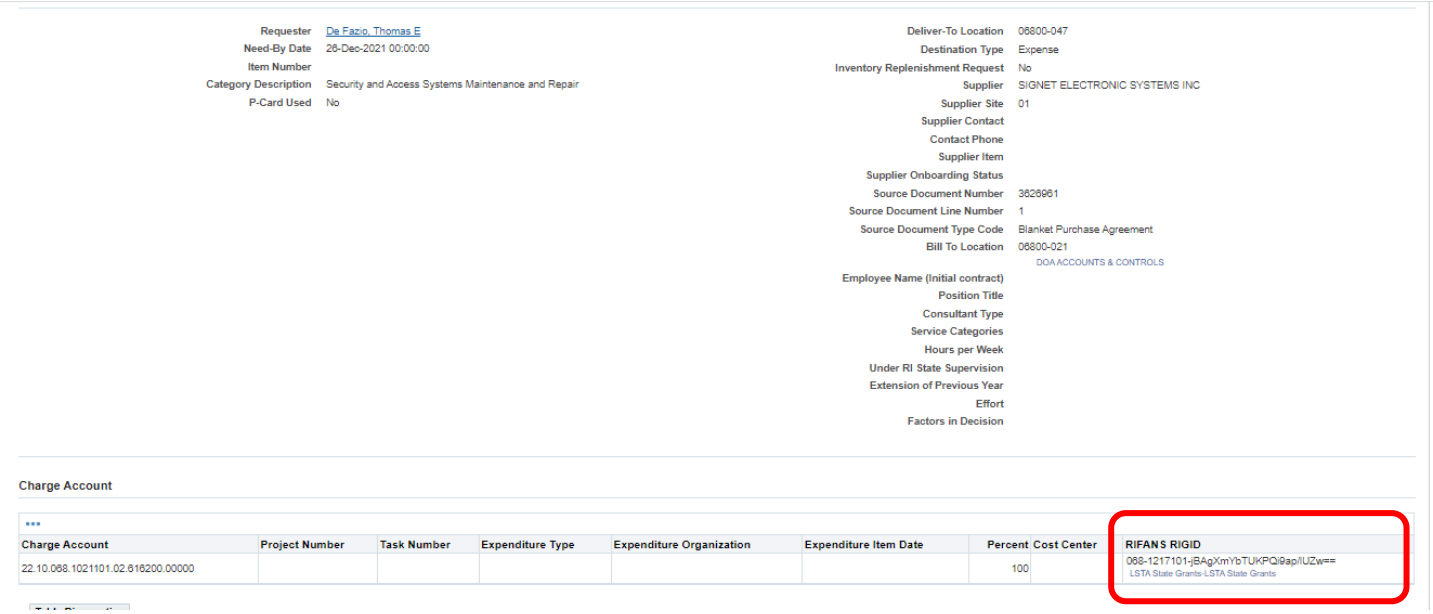
- Navigation: RI GL Agency User → Journal → Entry
- This is the screen used to post Journal Entries
- RIGID can be tied to a Journal Entry using the Journal Entry Line Level DFF as highlighted in the screenshots below
- In Journal Entry screen, clicking on Lines sub-tab and opening line level DFF will show RIFANS RIGID along with Cost Center



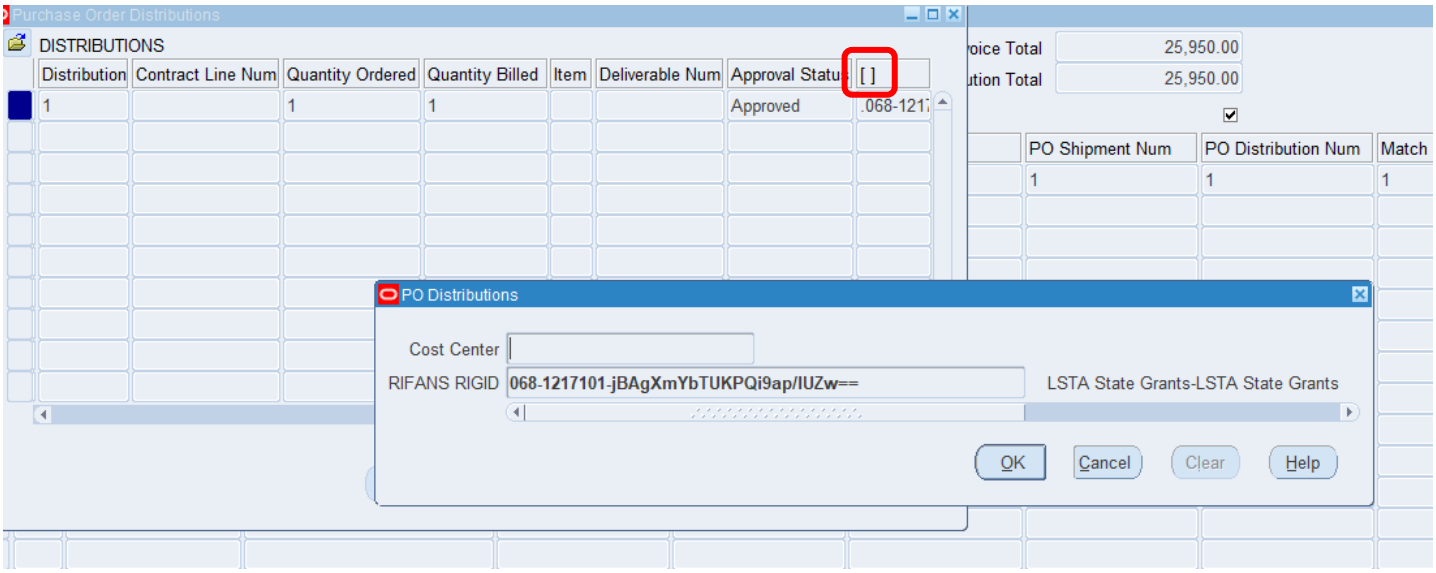
RIFANS RIGID DFF Data flow in Expenditure Transactions:

If a Requisition distribution record has a RIFANS RIGID Code value attached to it (either update by program or User entered), the value will be automatically transferred to Purchase Order Distribution record DFF when the PO is created using the respective Requisition record. Likewise, when an Invoice is created using the Purchase Order, the Invoice Distribution record DFF will be automatically populated from Purchase Order Distribution Record. Please see below screenshots of RIGID flowing from Requisition to Invoice:

Requisition – Distribution Line with RIGID:



PO Distribution:



Invoice:

Invoice Workbench (RI Payables Manager)

Batch Control Total | Batch Actual Total

RI INVOICE HEADER - PAYABLES MANAGER

Type	PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	[ ]	Description	GL Date	Payment Cur
Standard	3626961	SIGNET ELECTR	22476	01	20-DEC-2021	DJO test2	25,950.00			20-DEC-2021	USD

1 General | 2 Lines | 3 Holds | 4 View Payments | 5 Scheduled Payments | 6 View Prepayment Applications

Summary

Items	25,950.00
Retainage	
Prepayments Applied	
Withholding	
Subtotal	25,950.00
Tax	0.00
Freight	
Miscellaneous	
Total	25,950.00

Amount Paid

USD 25,950.00

Status

Status	Validated
Accounted	Yes
Approval	Workflow Approved
Holds	0
Scheduled Payment Holds	0

Description

Actions... 1 | Calculate Tax | Tax Details | Corrections | Quick Match | Match | All Distributions

Invoice Line Distribution DFF:

Distributions (RI Payables Manager) - State of Rhode Island, DJO test2, SIGNET ELECTRONIC SYSTEMS INC

Line Number 1
Line Description FY20 SECURITY SYSTEMS TE
Invoice Total 25,950.00
Distribution Total 25,950.00

RI INVOICE DISTRIBUTION

stribution Num	Match Quantity	Price	Amount	Description	GL Date	Status	Accounting	[ ]
	1	25950	25,950.00	FY20 SECURITY SYSTEMS TESTING & PREVE	20-DEC-2021	Validated	Processed	

Invoice Distribution

Agency Approver
Cost Center
OSP PO Number
OSP Contract Number
Invoice ID for OpePCT
RIFANS RIGID 068-1217101-jBAgXmYbTUKPQi9ap/IUZw== LSTA State Grants-LSTA State G

OK Cancel Clear Help

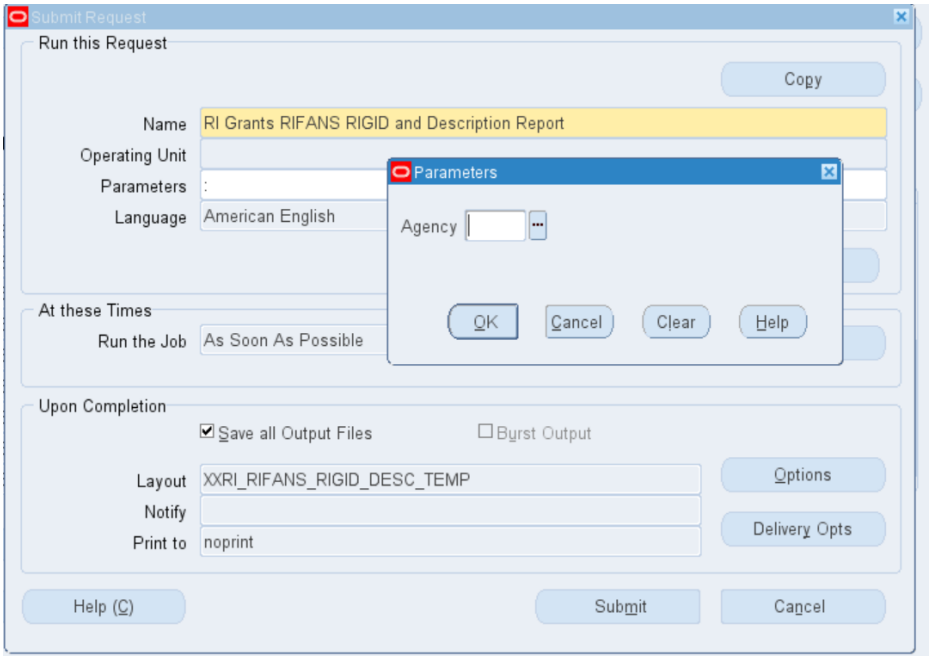
Status Validated
Accounted Processed
Distribution Class Saved
Associated Charges
Account Description FY2022.General Fund.Administration, Departmen.SNAP Fraud Framework Impl.Federal Revenue.Family Medical

Reverse 1 Tax Distributions View PO View Receipt

Record: 1/1 ... <OSC>

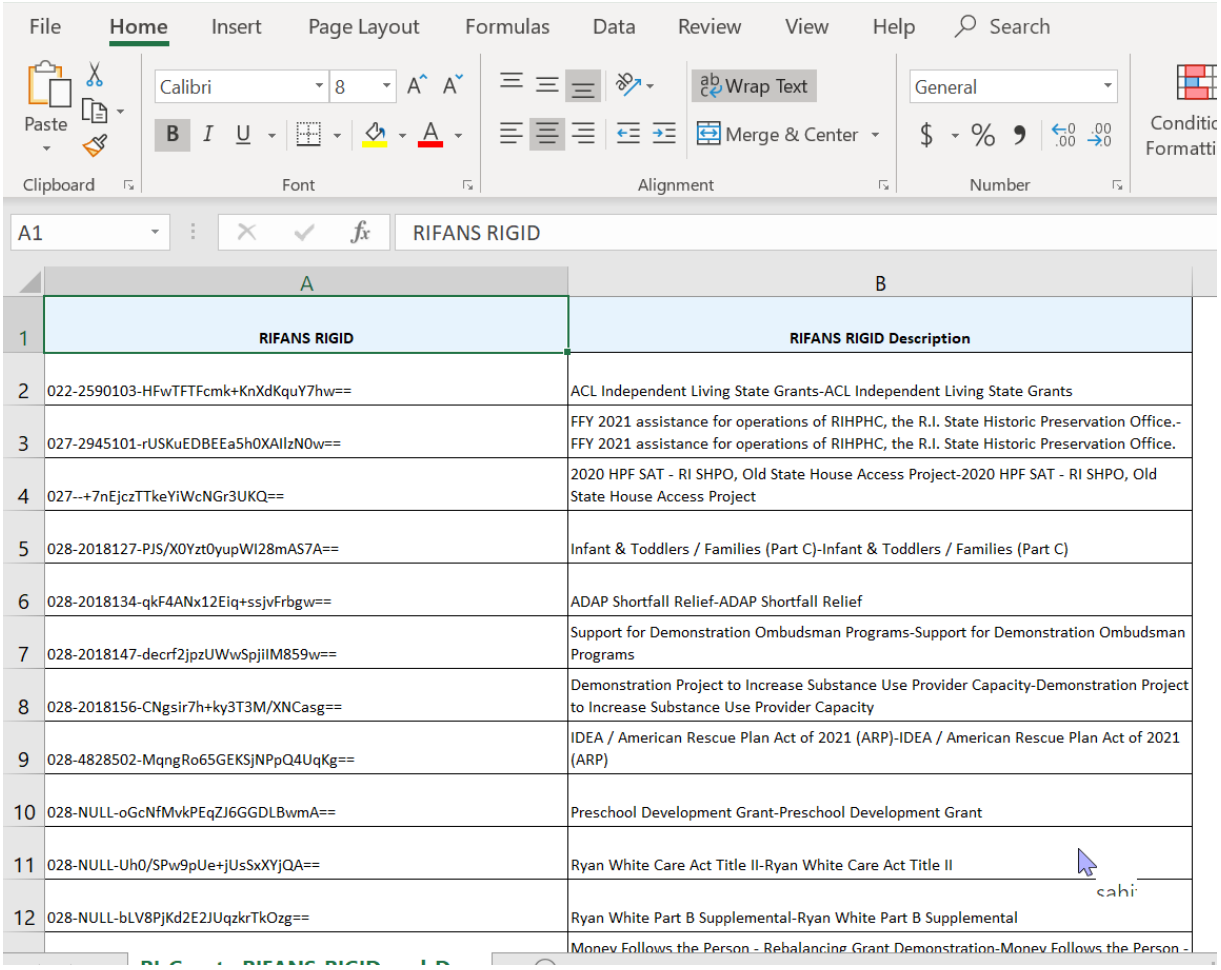
RI Grants RIFANS RIGID and Description Report

- Navigation: GL Reports → Run Reports → RI Grants RIFANS RIGID and Description Report
- This is the report to download Grant/RIGID data received from eCivis. This will generate an excel report of all available RIGIDs in RIFANS.
- The Excel file can then be used to search/tag important RIGIDS without having to connect to RIFANS



Sample Report Output:

- Below is the sample Excel output of RIGID data generated by the above report
- This Excel data can then be used to search/mark relevant RIGIDs



	A	B
1	RIFANS RIGID	RIFANS RIGID Description
2	022-2590103-HFwTFTFcmk+KnXdKquY7hw==	ACL Independent Living State Grants-ACL Independent Living State Grants
3	027-2945101-rUSKuEDBEEa5h0XAIlzN0w==	FFY 2021 assistance for operations of RIHPHC, the R.I. State Historic Preservation Office.-FFY 2021 assistance for operations of RIHPHC, the R.I. State Historic Preservation Office.
4	027--+7nEjczTTkeYiWcNGr3UKQ==	2020 HPF SAT - RI SHPO, Old State House Access Project-2020 HPF SAT - RI SHPO, Old State House Access Project
5	028-2018127-PJS/X0Yzt0yupWI28mAS7A==	Infant & Toddlers / Families (Part C)-Infant & Toddlers / Families (Part C)
6	028-2018134-qkF4ANx12Eiq+ssjvFrbgw==	ADAP Shortfall Relief-ADAP Shortfall Relief
7	028-2018147-decrf2jpzUWwSpjiIM859w==	Support for Demonstration Ombudsman Programs-Support for Demonstration Ombudsman Programs
8	028-2018156-CNgsir7h+ky3T3M/XNCasg==	Demonstration Project to Increase Substance Use Provider Capacity-Demonstration Project to Increase Substance Use Provider Capacity
9	028-4828502-MqngRo65GEKSjNPpQ4UqKg==	IDEA / American Rescue Plan Act of 2021 (ARP)-IDEA / American Rescue Plan Act of 2021 (ARP)
10	028-NULL-oGcNfMvkPEqZJ6GGDLBwmA==	Preschool Development Grant-Preschool Development Grant
11	028-NULL-Uh0/SPw9pUe+jUsSxXYjQA==	Ryan White Care Act Title II-Ryan White Care Act Title II
12	028-NULL-bLV8PjKd2E2JUqzkrTkOzg==	Ryan White Part B Supplemental-Ryan White Part B Supplemental
		Money Follows the Person - Rebalancing Grant Demonstration-Money Follows the Person -

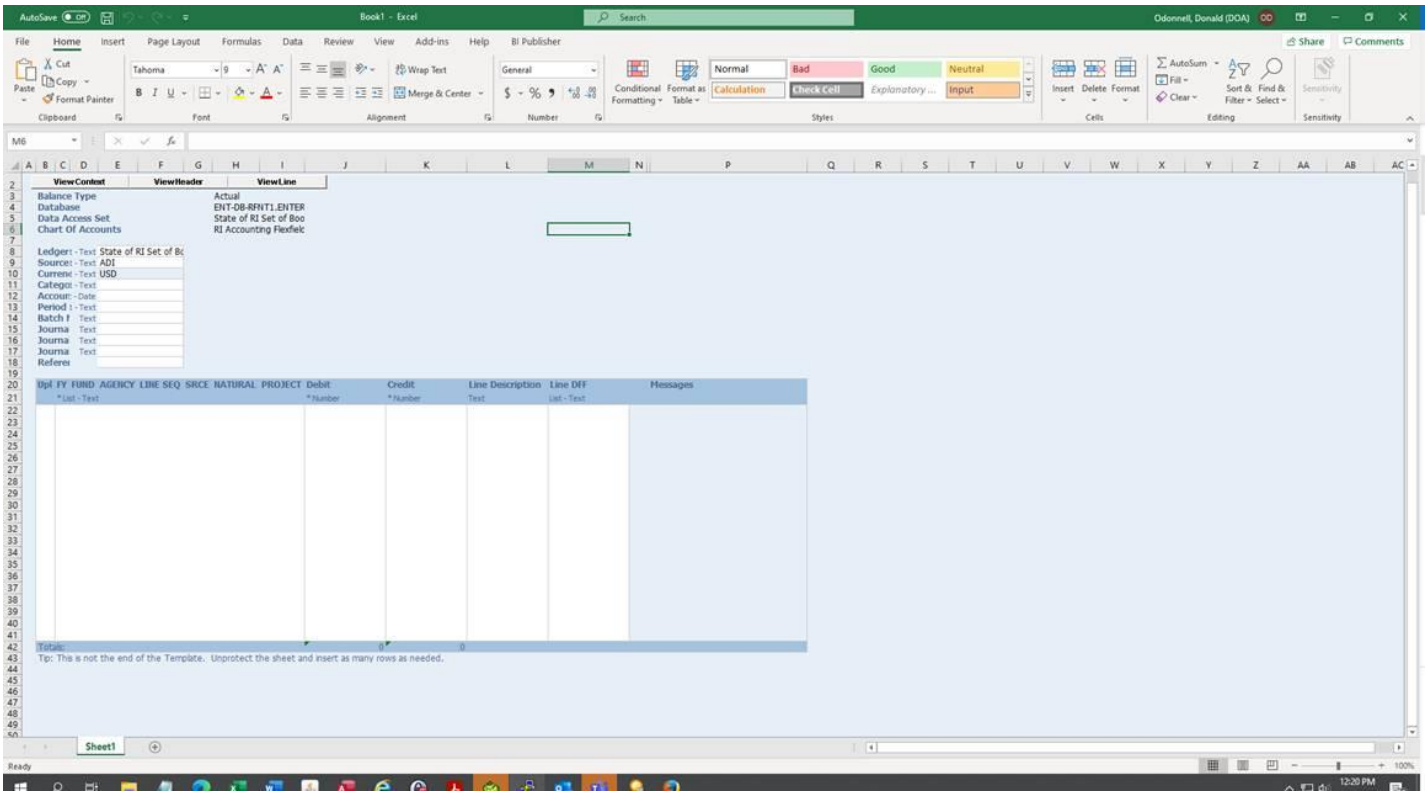
Note: Instructions on how to pull a similar report from eCivis can be found in Appendix A.

General Ledger – Journals Web ADI

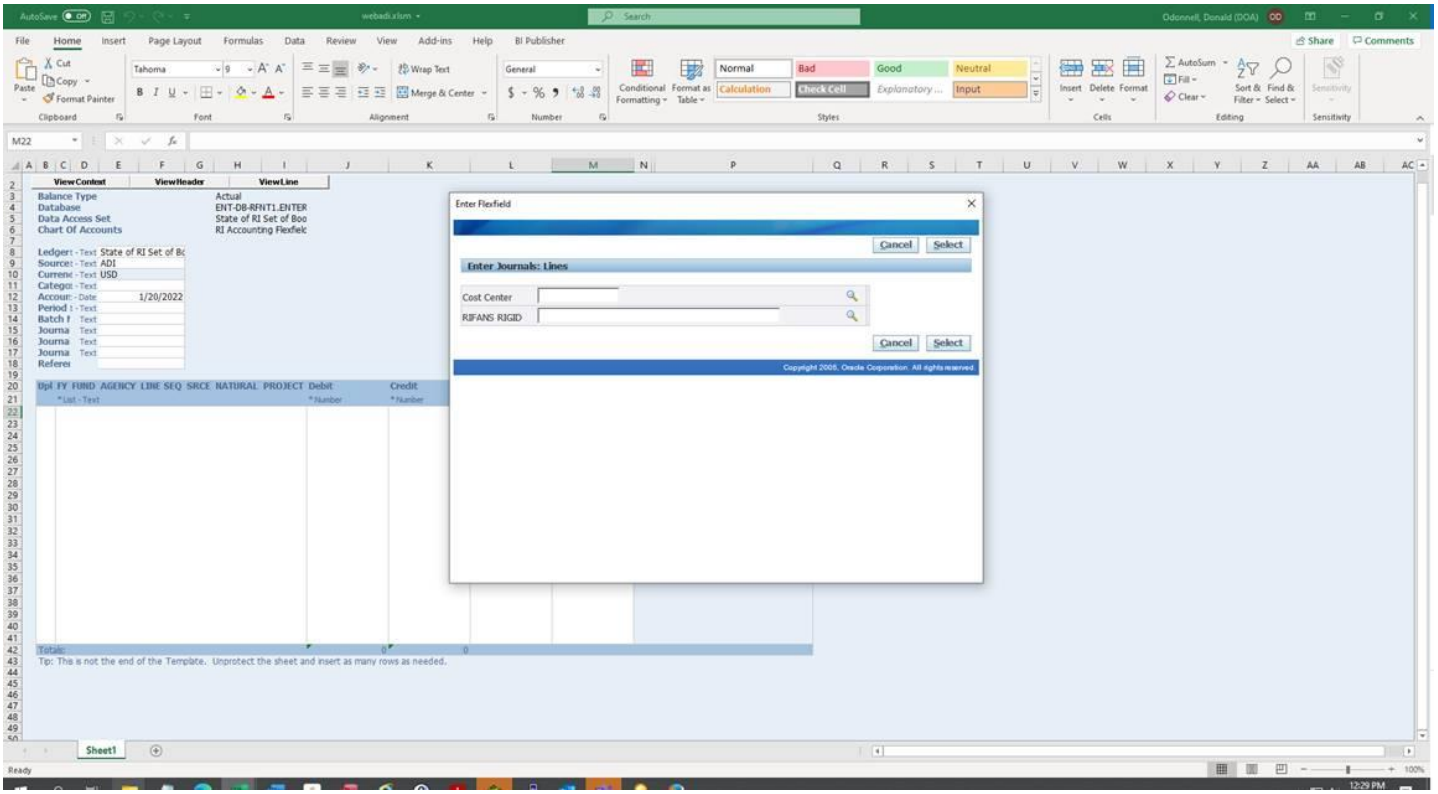
Modified ADI to show RIGID along with Cost Center. Please see below screenshots:

General Ledger – Journals

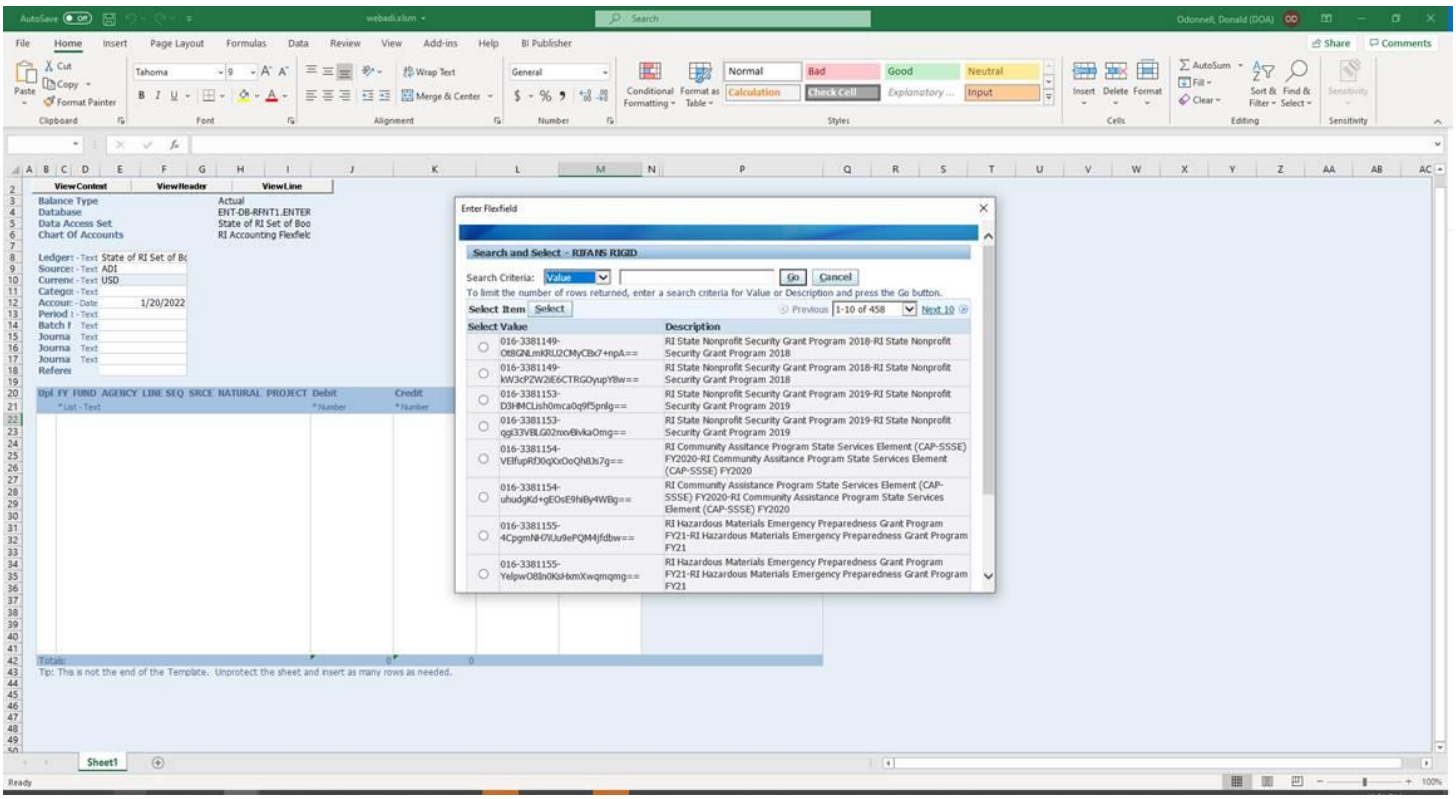
Layout: RI Functional Journal with Cost Center and RIGID



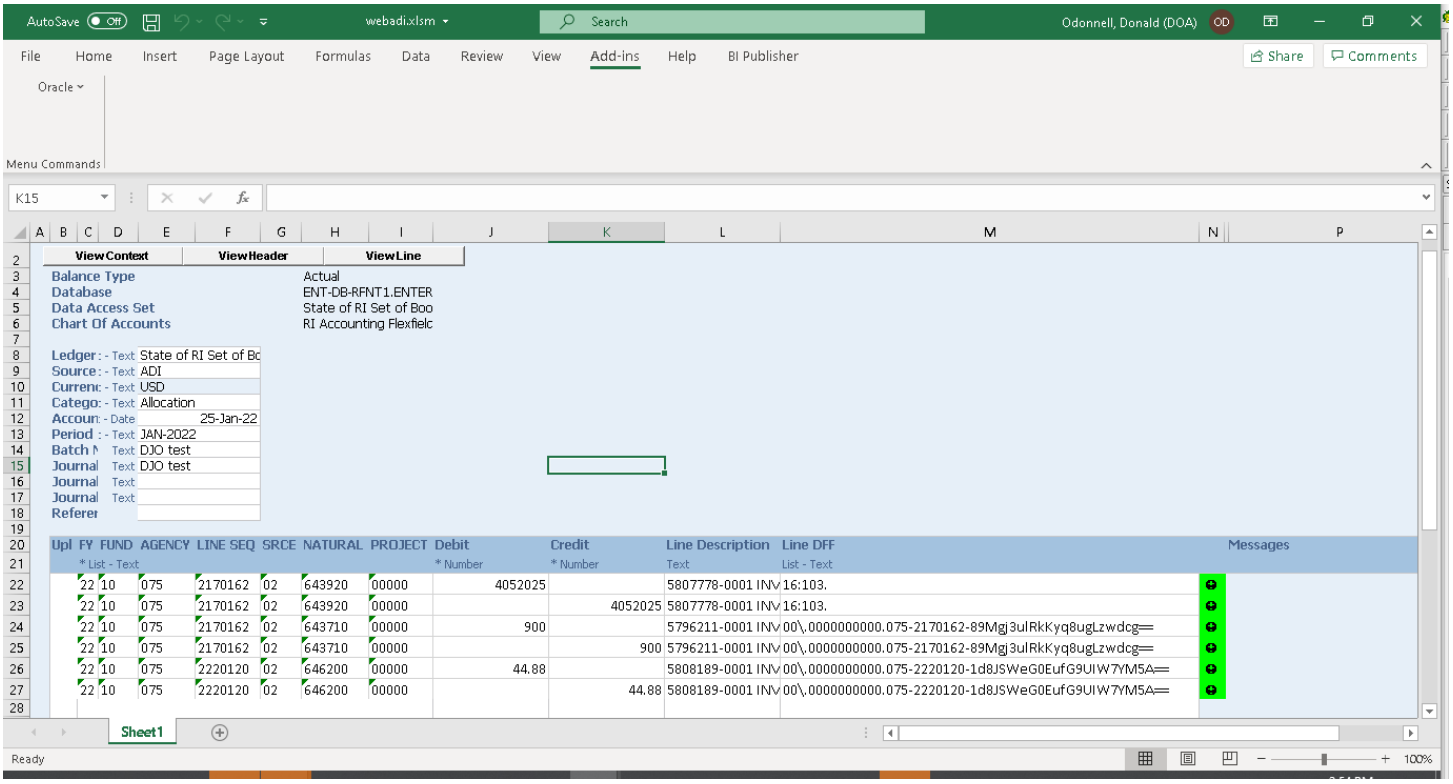
- Double clicking on the Line DFF column would open up Journal Lines DFF which has RIFANS RIGID along with Cost Center
- Selecting a RIGID here and performing an upload would update RIFANS RIGID DFF in GL Journal Line



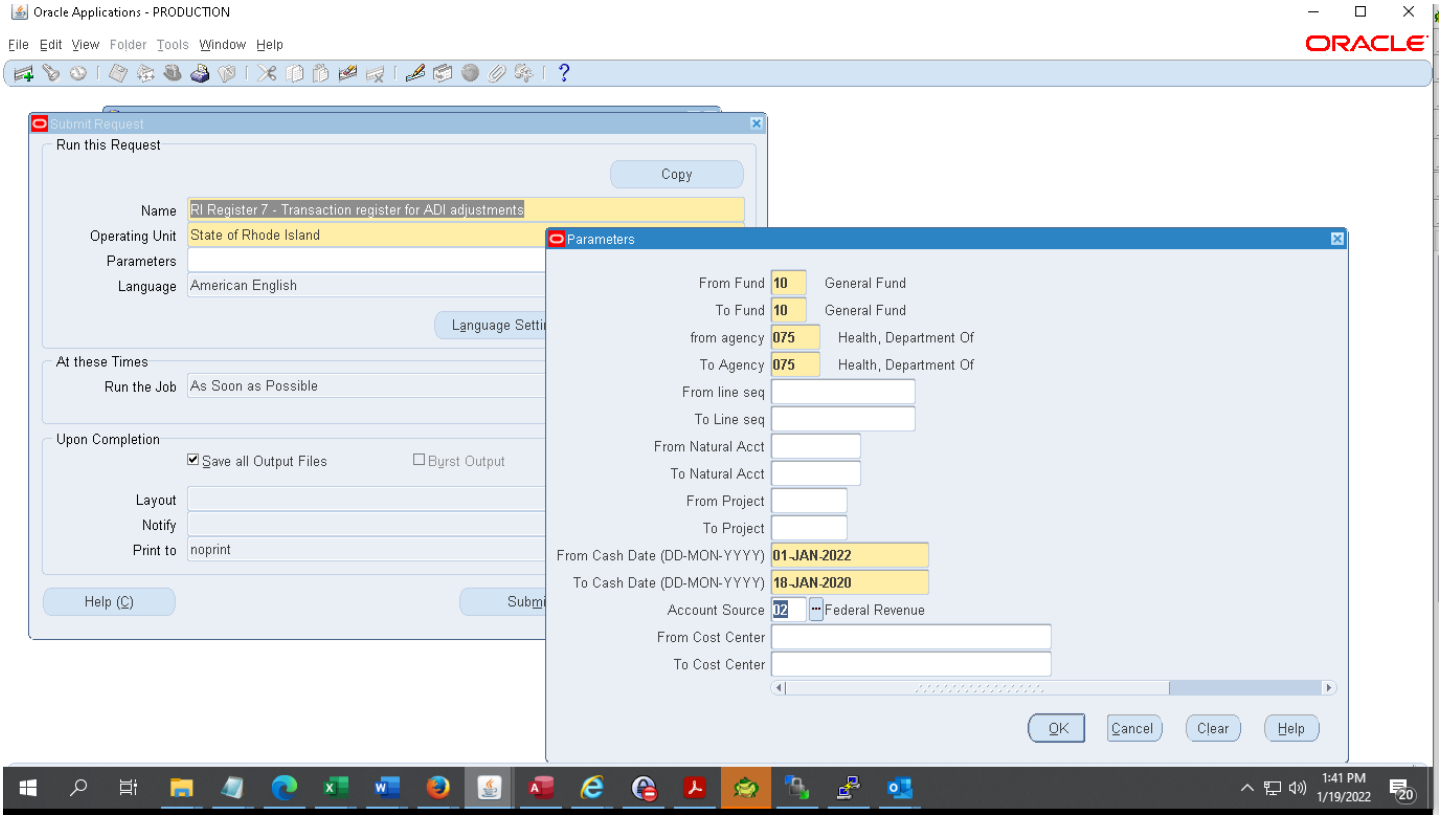
RIFANS RIGID DFF showing possible RIGID values:



Sample with data:



RI Register 7 - Transaction register for ADI adjustments



The Register 7 report has two tabs. The first tab contains the transactions fields in the format required to be used for ADI. Column L has the RIGID in it. Any one line sequence to one RIGID transactions have the RIGID already updated. The second tab contains the valid RIGID and should be used to populate the RIGID in the first tab. The ADI layout used to create adjustment journals is 'RI Functional Journal with Cost Centers and RIGID'.

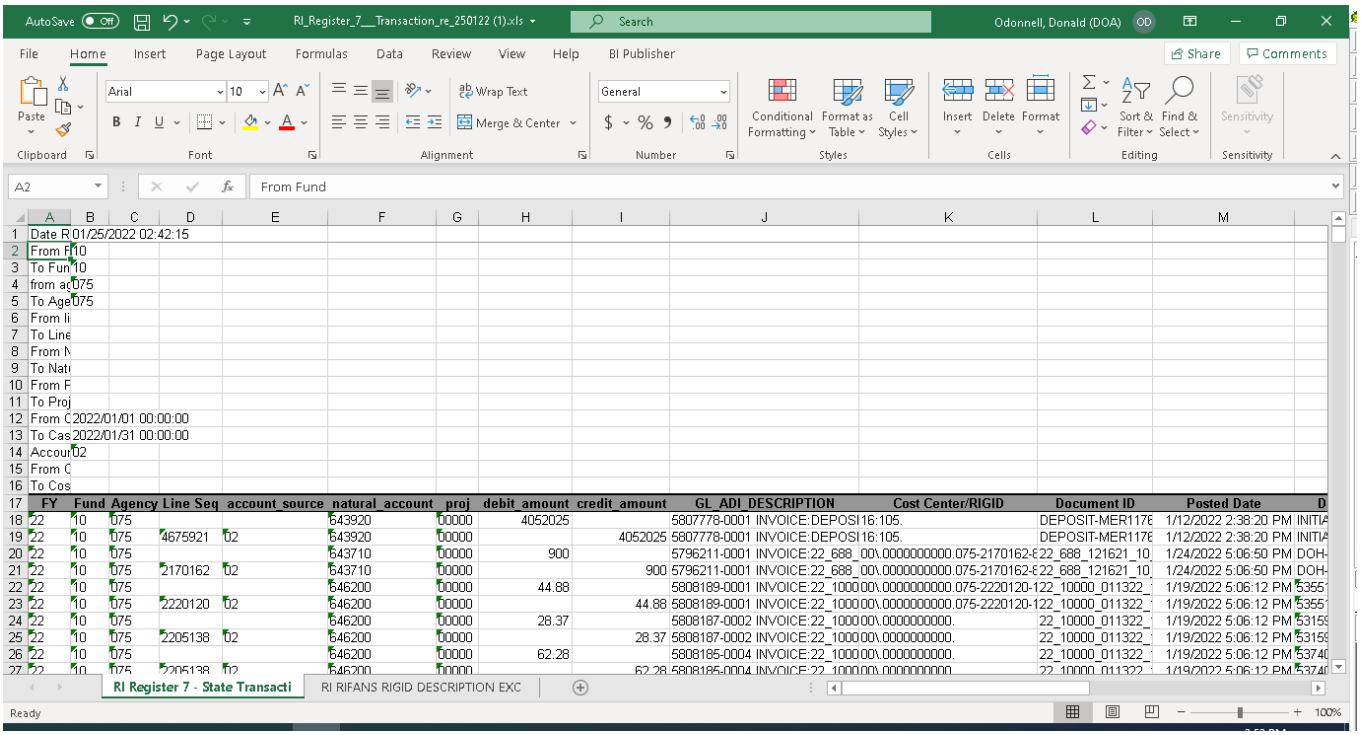
To make edits to transactions, follow these steps:

1. Download Register 7, using applicable selection criteria
2. Delete any rows not to be reclassified. Note that each transaction has multiple rows, and the debit/credit for each must be kept to balance.
3. Verify the accuracy of all transactions to be reclassified
4. Manually change any exceptions from the logic above
    a. If you change a line sequence, change (or add/delete) the RIGID accordingly
    b. Column J, the *GL_ADI_Description* field automatically shows the Supplier ID and Supplier name for the original transaction. If you must copy and paste this field, leave it intact, with no changes to its format.
    c. To make a partial adjustment using the Register 7 Process, the amount to remain in the original account should be adjusted back to the account, by adding a row that can be copied from Register 7. In effect, the user would transfer the full amount out, then transfer the amount to remain back into the original account. This will avoid inaccuracies in the Transparency Portal data.
5. Fill in any missing RIFANS account numbers, **RIGIDs** or other data
    a. Refer to the 2nd tab for a list of current RIGIDs with descriptions
    b. In cases where an original transaction row on RI Register 7 had a journal entry, as opposed to an invoice voucher as its source, the *GL_ADI_Description* field will not be prepopulated. In such cases, the agency must populate it, as well as any related rows which it will insert with the relevant supplier information
6. When Register 7 is completed to the agency's satisfaction, copy and paste it to an ADI spreadsheet

7. Assign it to a RIFANS journal entry number and follow the usual RIFANS procedure for converting the ADI spreadsheet into a RIFANS journal entry.

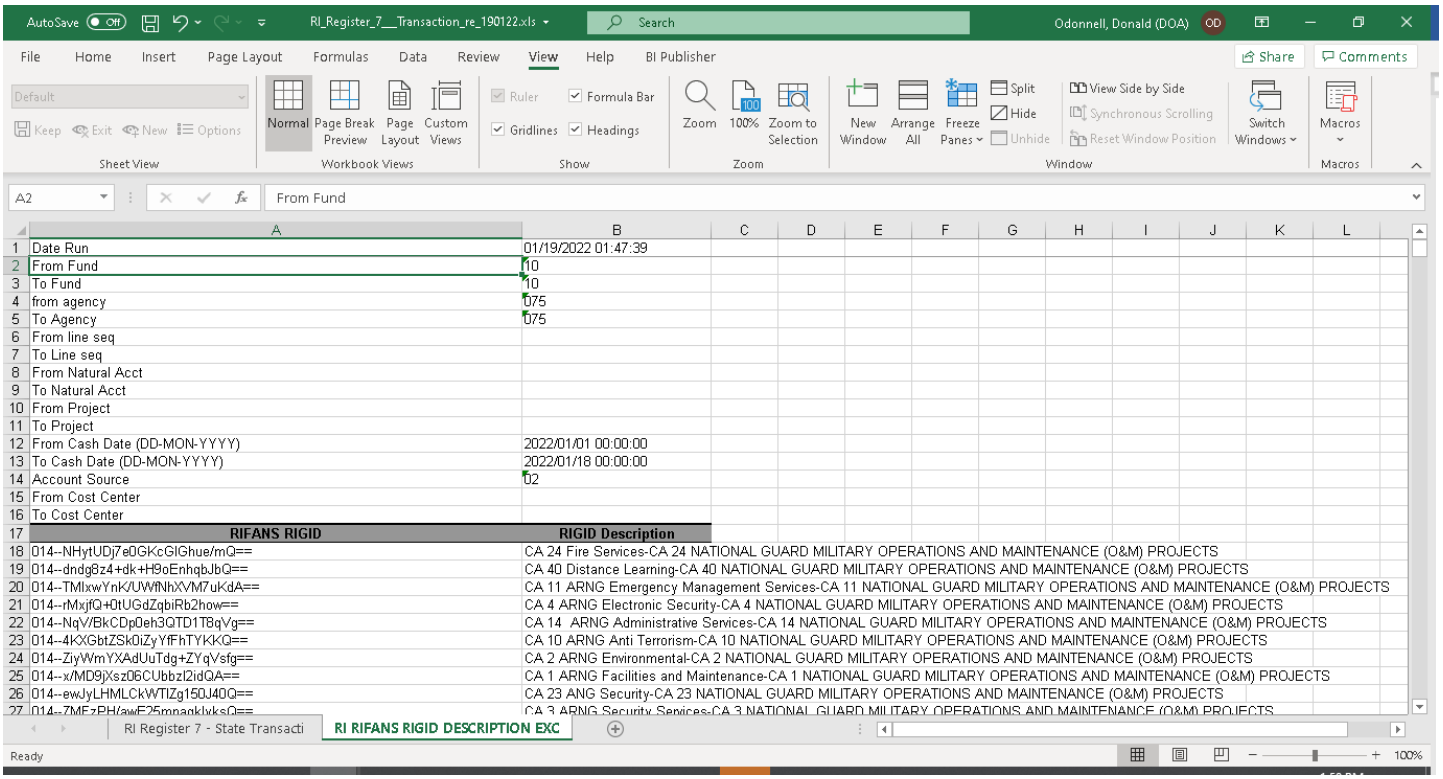
Doing this correctly will enable the RIFANS Support Team to populate the vendor information and transaction details into RIFANS reports available to agencies.

Tab 1 of Register 7



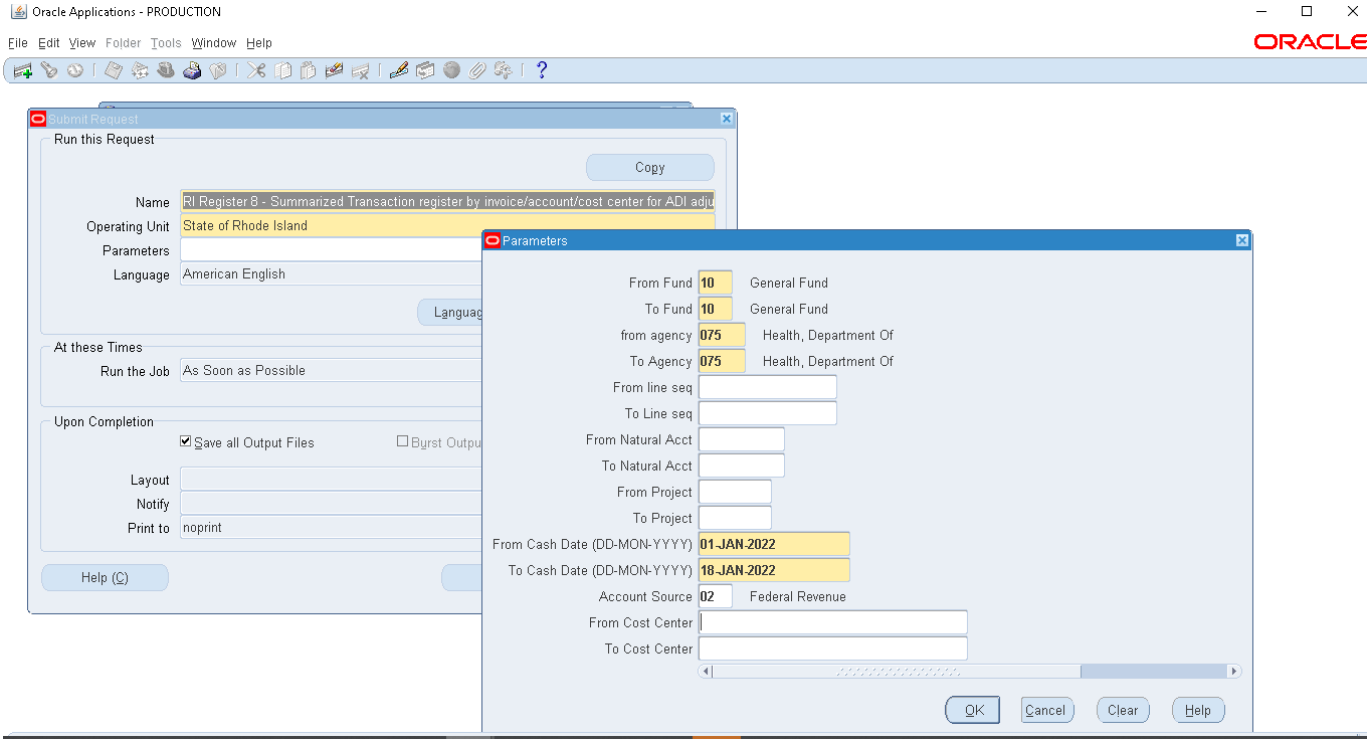
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date R	01/25/2022 02:42:15											
2	From F	10											
3	To Fun	10											
4	from ac	075											
5	To Age	075											
6	From li												
7	To Line												
8	From N												
9	To Nati												
10	From F												
11	To Proj												
12	From C	2022/01/01 00:00:00											
13	To Cas	2022/01/31 00:00:00											
14	Accour	02											
15	From C												
16	To Cos												
17	FY	Fund	Agency	Line Seq	account_source	natural_account	proj	debit_amount	credit_amount	GL_ADI_DESCRIPTION	Cost Center/RIGID	Document ID	Posted Date
18	22	10	075			643920	00000	4052025		5807778-0001	INVOICE:DEPOSI16:105.	DEPOSIT-MER1176	1/12/2022 2:38:20 PM
19	22	10	075	4675921	02	643920	00000		4052025	5807778-0001	INVOICE:DEPOSI16:105.	DEPOSIT-MER1176	1/12/2022 2:38:20 PM
20	22	10	075			643710	00000	900		5796211-0001	INVOICE:22_688_00\.0000000000.075-2170162-6	22_688_121621_10_	1/24/2022 5:06:50 PM
21	22	10	075	2170162	02	643710	00000		900	5796211-0001	INVOICE:22_688_00\.0000000000.075-2170162-6	22_688_121621_10_	1/24/2022 5:06:50 PM
22	22	10	075			646200	00000	44.88		5808189-0001	INVOICE:22_100000\.0000000000.075-2220120-	122_10000_011322_	1/19/2022 5:06:12 PM
23	22	10	075	2220120	02	646200	00000		44.88	5808189-0001	INVOICE:22_100000\.0000000000.075-2220120-	122_10000_011322_	1/19/2022 5:06:12 PM
24	22	10	075			646200	00000	28.37		5808187-0002	INVOICE:22_100000\.0000000000.	22_10000_011322_	1/19/2022 5:06:12 PM
25	22	10	075	2205138	02	646200	00000		28.37	5808187-0002	INVOICE:22_100000\.0000000000.	22_10000_011322_	1/19/2022 5:06:12 PM
26	22	10	075			646200	00000	62.28		5808185-0004	INVOICE:22_100000\.0000000000.	22_10000_011322_	1/19/2022 5:06:12 PM
27	22	10	075	2205138	02	646200	00000		62.28	5808185-0004	INVOICE:22_100000\.0000000000.	22_10000_011322_	1/19/2022 5:06:12 PM

Tab 2 of Register 7



	A	B
1	Date Run	01/19/2022 01:47:39
2	From Fund	10
3	To Fund	10
4	from agency	075
5	To Agency	075
6	From line seq	
7	To Line seq	
8	From Natural Acct	
9	To Natural Acct	
10	From Project	
11	To Project	
12	From Cash Date (DD-MON-YYYY)	2022/01/01 00:00:00
13	To Cash Date (DD-MON-YYYY)	2022/01/18 00:00:00
14	Account Source	02
15	From Cost Center	
16	To Cost Center	
17	**RIFANS RIGID**	**RIGID Description**
18	014--NHytUDj7e0GKcGIGhue/mQ==	CA 24 Fire Services-CA 24 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
19	014--dndg8z4+dk+H9oEnhqbJbQ==	CA 40 Distance Learning-CA 40 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
20	014--TMIxwYnK/UWfNhXVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
21	014--rMxjfQ+0tUGdZqbiRb2how==	CA 4 ARNG Electronic Security-CA 4 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
22	014--NqV/BkCDp0eh3QTD1T8qVg==	CA 14 ARNG Administrative Services-CA 14 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
23	014--4KXGbtZSk0iZyYfFhTYKKQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
24	014--ZiyWmYXAdUuTdg+ZYqVsfg==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
25	014--x/MD9jXsz06CUbbzI2idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
26	014--ewJyLHMLCkWTlZg15OJ4OQ==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
27	014--7MEzPH/awE25mnaqklvksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS

RI Register 8 - Summarized Transaction register by invoice/account/cost center for ADI adjustments



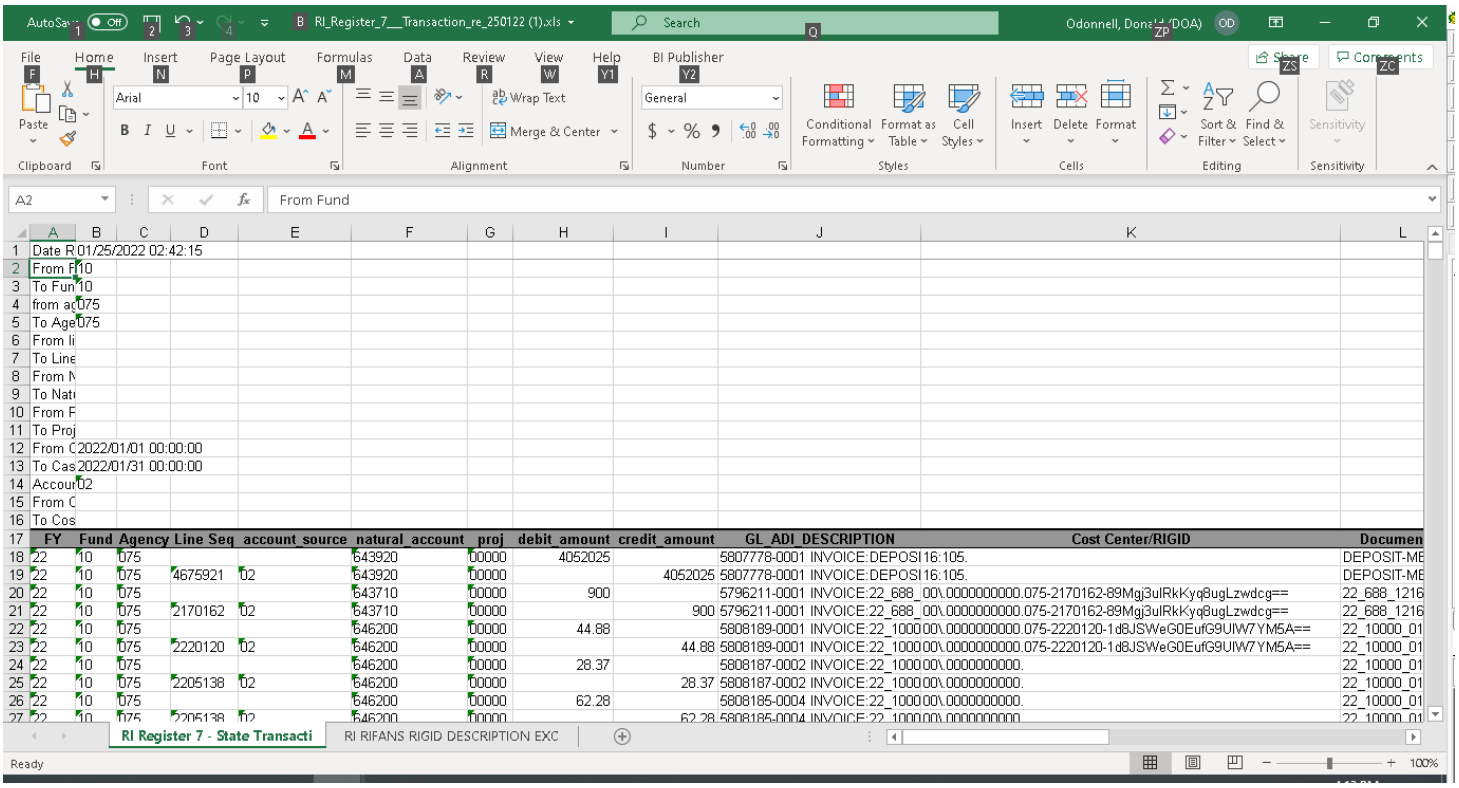
Register 8 summarizes the transactions by invoice/account code/cost center/RIGID. It may be slightly smaller than Register 7. The report also has two tabs. The first tab contains the transactions fields in the format required to be used for ADI. Column L has the RIGID in it. Any one line sequence to one RIGID transactions have the RIGID already updated. The second tab contains the valid RIGID and should be used to populate the RIGID in the first tab. The ADI layout used to create adjustment journals is 'RI Functional Journal with Cost Centers and RIGID'.

To make edits to transactions, follow these steps:

1. Download Register 8, using applicable selection criteria
2. Delete any rows not to be reclassified. Note that each transaction has multiple rows, and the debit/credit for each must be kept to balance.
3. Verify the accuracy of all transactions to be reclassified
4. Manually change any exceptions from the logic above
    a. If you change a line sequence, change (or add/delete) the RIGID accordingly
    b. Column J, the *GL_ADI_Description* field automatically shows the Supplier ID and Supplier name for the original transaction. If you must copy and paste this field, leave it intact, with no changes to its format.
    c. To make a partial adjustment using the Register 8 Process, the amount to remain in the original account should be adjusted back to the account, by adding a row that can be copied from Register 8. In effect, the user would transfer the full amount out, then transfer the amount to remain back into the original account. This will avoid inaccuracies in the Transparency Portal data.
5. Fill in any missing RIFANS account numbers, **RIGIDs** or other data
    a. Refer to the 2nd tab for a list of current RIGIDs with descriptions
    b. In cases where an original transaction row on RI Register 8 had a journal entry, as opposed to an invoice voucher as its source, the *GL_ADI_Description* field will not be prepopulated. In such cases, the agency must populate it, as well as any related rows which it will insert with the relevant supplier information.
6. When Register 8 is completed to the agency's satisfaction, copy and paste it to an ADI spreadsheet
7. Assign it to a RIFANS journal entry number and follow the usual RIFANS procedure for converting the ADI spreadsheet into a RIFANS journal entry.

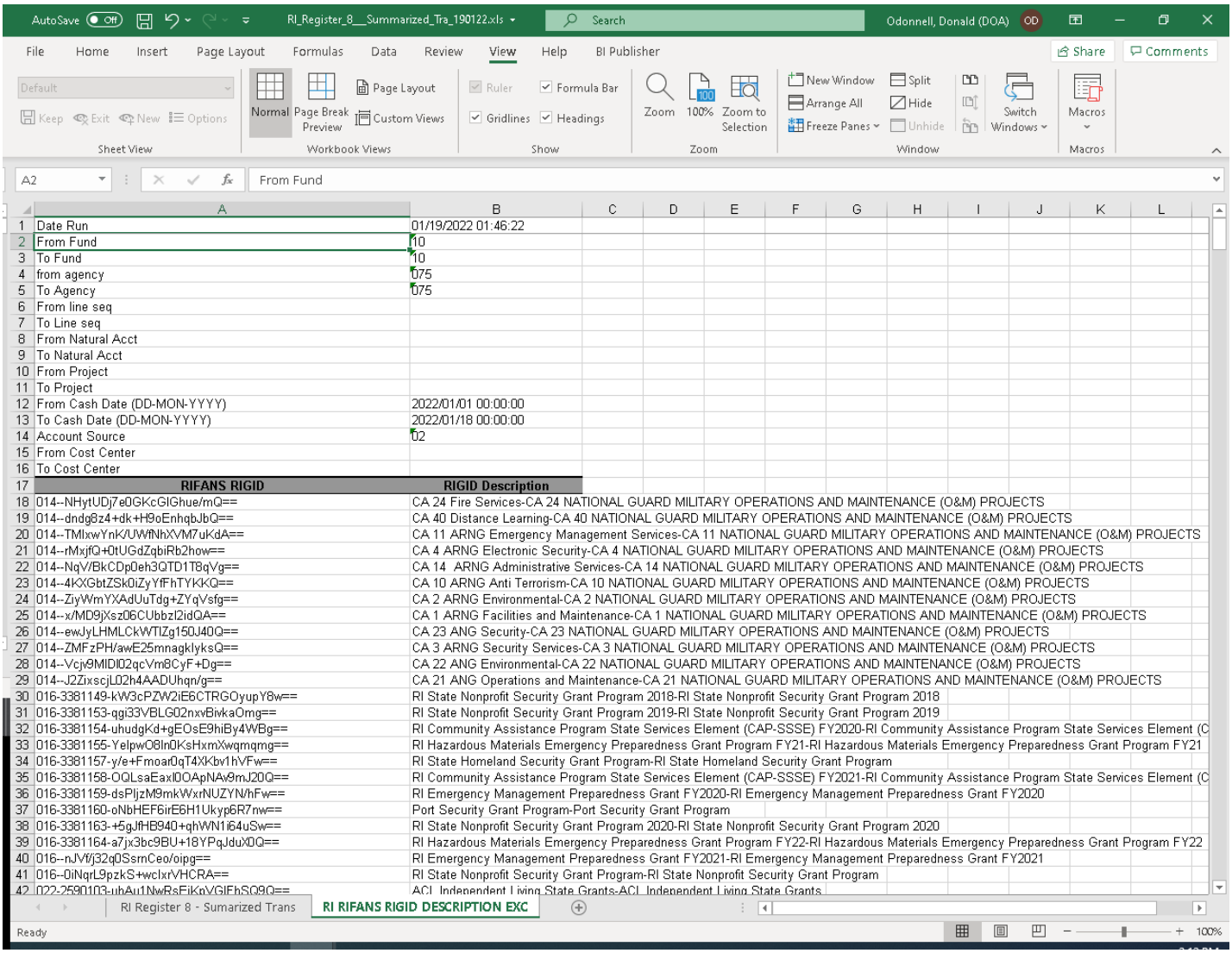
Doing this correctly will enable the RIFANS Support Team to populate the vendor information and transaction details into RIFANS reports available to agencies.

Tab 1 of Register 8



	A	B	C	D	E	F	G	H	I	J	K	L
1	Date R	01/25/2022 02:42:15										
2	From F	10										
3	To Fun	10										
4	from ac	075										
5	To Age	075										
6	From li											
7	To Line											
8	From N											
9	To Nat											
10	From F											
11	To Proj											
12	From C	2022/01/01 00:00:00										
13	To Cas	2022/01/31 00:00:00										
14	Accour	02										
15	From C											
16	To Cos											
17	FY	Fund	Agency	Line Seq	account_source	natural_account	proj	debit_amount	credit_amount	GL_ADI_DESCRIPTION	Cost Center/RIGID	Documen
18	22	10	075			643920	00000	4052025		5807778-0001	INVOICE:DEPOSI16:105.	DEPOSIT-ME
19	22	10	075	4675921	02	643920	00000		4052025	5807778-0001	INVOICE:DEPOSI16:105.	DEPOSIT-ME
20	22	10	075			643710	00000	900		5796211-0001	INVOICE:22_688_00\.0000000000.075-2170162-89Mgj3ulRkKyq8ugLzwdcg==	22_688_1216
21	22	10	075	2170162	02	643710	00000		900	5796211-0001	INVOICE:22_688_00\.0000000000.075-2170162-89Mgj3ulRkKyq8ugLzwdcg==	22_688_1216
22	22	10	075			646200	00000	44.88		5808189-0001	INVOICE:22_100000\.0000000000.075-2220120-1d8JSWeG0EufG9UlW7YM5A==	22_10000_01
23	22	10	075	2220120	02	646200	00000		44.88	5808189-0001	INVOICE:22_100000\.0000000000.075-2220120-1d8JSWeG0EufG9UlW7YM5A==	22_10000_01
24	22	10	075			646200	00000	28.37		5808187-0002	INVOICE:22_100000\.0000000000.	22_10000_01
25	22	10	075	2205138	02	646200	00000		28.37	5808187-0002	INVOICE:22_100000\.0000000000.	22_10000_01
26	22	10	075			646200	00000	62.28		5808185-0004	INVOICE:22_100000\.0000000000.	22_10000_01
27	22	10	075	2205138	02	646200	00000		62.28	5808185-0004	INVOICE:22_100000\.0000000000.	22_10000_01

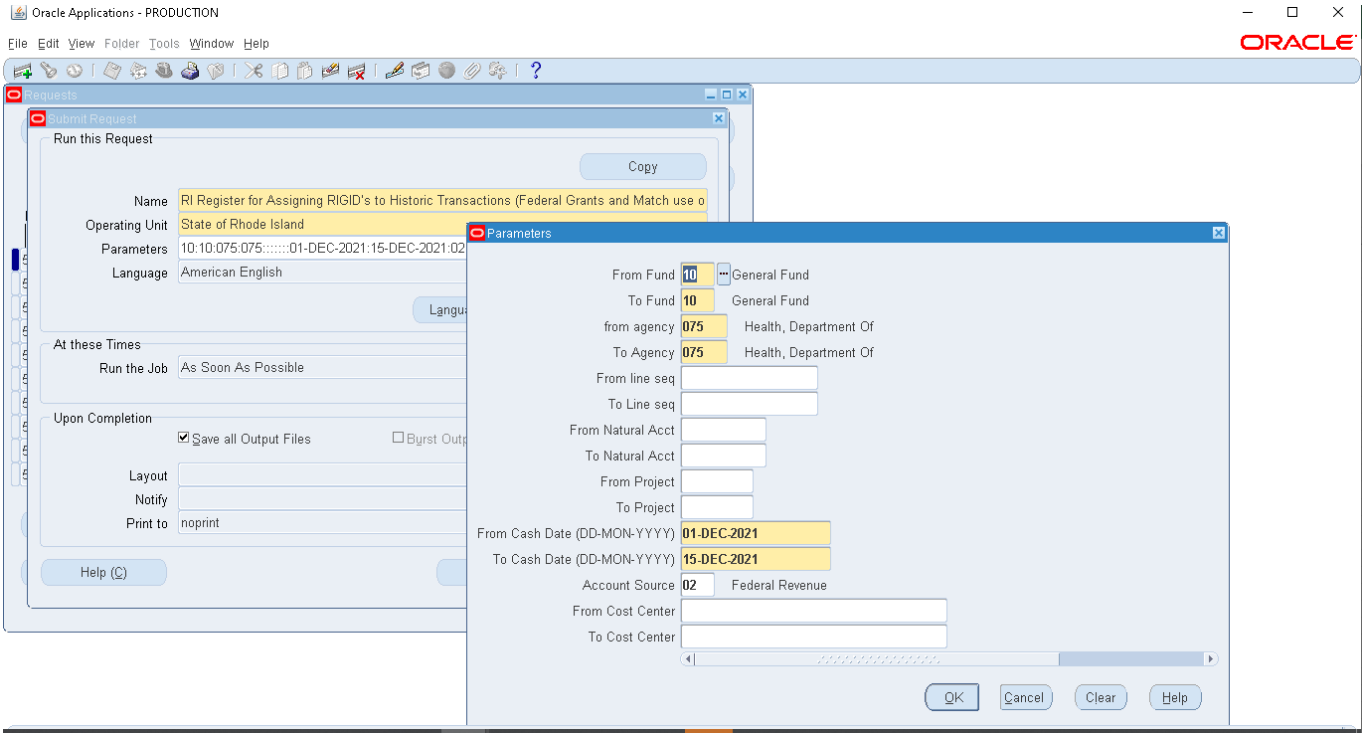
Tab 2 of Register 8



	A	B
1	Date Run	01/19/2022 01:46:22
2	From Fund	10
3	To Fund	10
4	from agency	075
5	To Agency	075
6	From line seq	
7	To Line seq	
8	From Natural Acct	
9	To Natural Acct	
10	From Project	
11	To Project	
12	From Cash Date (DD-MON-YYYY)	2022/01/01 00:00:00
13	To Cash Date (DD-MON-YYYY)	2022/01/18 00:00:00
14	Account Source	02
15	From Cost Center	
16	To Cost Center	
17	**RIFANS RIGID**	**RIGID Description**
18	014--NHytUDj7e0GKcGIGhue/mQ==	CA 24 Fire Services-CA 24 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
19	014--dndg8z4+dk+H9oEnhqbJbQ==	CA 40 Distance Learning-CA 40 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
20	014--TMIxwYnK/UWfNhXVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
21	014--rMxjfQ+0tUGdZqbiRb2how==	CA 4 ARNG Electronic Security-CA 4 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
22	014--NqV/BkCDp0eh3QTD1T8qVg==	CA 14 ARNG Administrative Services-CA 14 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
23	014--4KXGbtZSk0iZyYfFhTYKKQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
24	014--ZiyWmYXAdUuTdg+ZYqVsfg==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
25	014--x/MD9jXsz06CUbbzI2idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
26	014--ewJyLHMLCkWTIZg150J40Q==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
27	014--ZMFzPH/awE25mnagklyksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
28	014--Vcjv9MIDI02qcVm8CyF+Dg==	CA 22 ANG Environmental-CA 22 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
29	014--J2ZixscjL02h4AADUhqn/g==	CA 21 ANG Operations and Maintenance-CA 21 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
30	016-3381149-kW3cPZW2iE6CTRGOyupY8w==	RI State Nonprofit Security Grant Program 2018-RI State Nonprofit Security Grant Program 2018
31	016-3381153-qgi33VBLG02nxvBivkaOmg==	RI State Nonprofit Security Grant Program 2019-RI State Nonprofit Security Grant Program 2019
32	016-3381154-uhudgKd+gEOsE9hiBy4WBg==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2020-RI Community Assistance Program State Services Element (C
33	016-3381155-YelpwO8In0KsHxmXwqmqmg==	RI Hazardous Materials Emergency Preparedness Grant Program FY21-RI Hazardous Materials Emergency Preparedness Grant Program FY21
34	016-3381157-y/e+Fmoar0qT4XKbv1hVFw==	RI State Homeland Security Grant Program-RI State Homeland Security Grant Program
35	016-3381158-OQLsaEaxI0OApNAv9mJ20Q==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2021-RI Community Assistance Program State Services Element (C
36	016-3381159-dsPljzM9mkWxrNUZYN/hFw==	RI Emergency Management Preparedness Grant FY2020-RI Emergency Management Preparedness Grant FY2020
37	016-3381160-oNbHEF6irE6H1Ukyp6R7nw==	Port Security Grant Program-Port Security Grant Program
38	016-3381163-+5gJfHB940+qhWN1i64uSw==	RI State Nonprofit Security Grant Program 2020-RI State Nonprofit Security Grant Program 2020
39	016-3381164-a7jx3bc9BU+18YPqJduX0Q==	RI Hazardous Materials Emergency Preparedness Grant Program FY22-RI Hazardous Materials Emergency Preparedness Grant Program FY22
40	016--nJVf/j32q0SsrnCeo/oipg==	RI Emergency Management Preparedness Grant FY2021-RI Emergency Management Preparedness Grant FY2021
41	016--0iNqrL9pzkS+wcIxrVHCRA==	RI State Nonprofit Security Grant Program-RI State Nonprofit Security Grant Program
42	022-2590103-uhAu1NwRsFiKnVGlFhSQ9Q==	ACI Independent Living State Grants-ACI Independent Living State Grants

Updating Historical Transactions in RIFANS

RI Register for Assigning RIGID's to Historic Transactions (Federal Grants and Match use only)



This register will only be used during the grant system implementation. It will be used to put the RIGID on prior posted transactions, as well as update open requisitions and purchase orders. The report has three tabs. **The columns as well as values in the other fields beyond the RIGID in the first two tabs must not be modified.** The first tab contains the prior transaction fields. Column L has the RIGID in it and could be modified to update the prior posted transactions. Any one-line sequence to one RIGID transactions have the RIGID already updated.

Tab 2 contains the open requisitions and purchase orders. This will be used to update the current open requisitions or purchase orders. Once updated, the invoices paid against the purchase orders will have the RIGID on them. This will save you from doing adjustments later. The RIGID should be put in column K. The third tab contains the list of valid RIGID options and should be used to populate the RIGID in the first and second tabs.

The information will be updated once for each agency. The final spreadsheet from the agency should be sent to the RI Grant Management Office. The update of the req/purchase order can be sent separately from the historical update. The update of the requisition/purchase orders is not required but may save you from doing adjustments later. If you are updating purchase orders, send it as soon as you can so the POs can be updated.

To add RIGIDs to historic transactions, follow these steps:

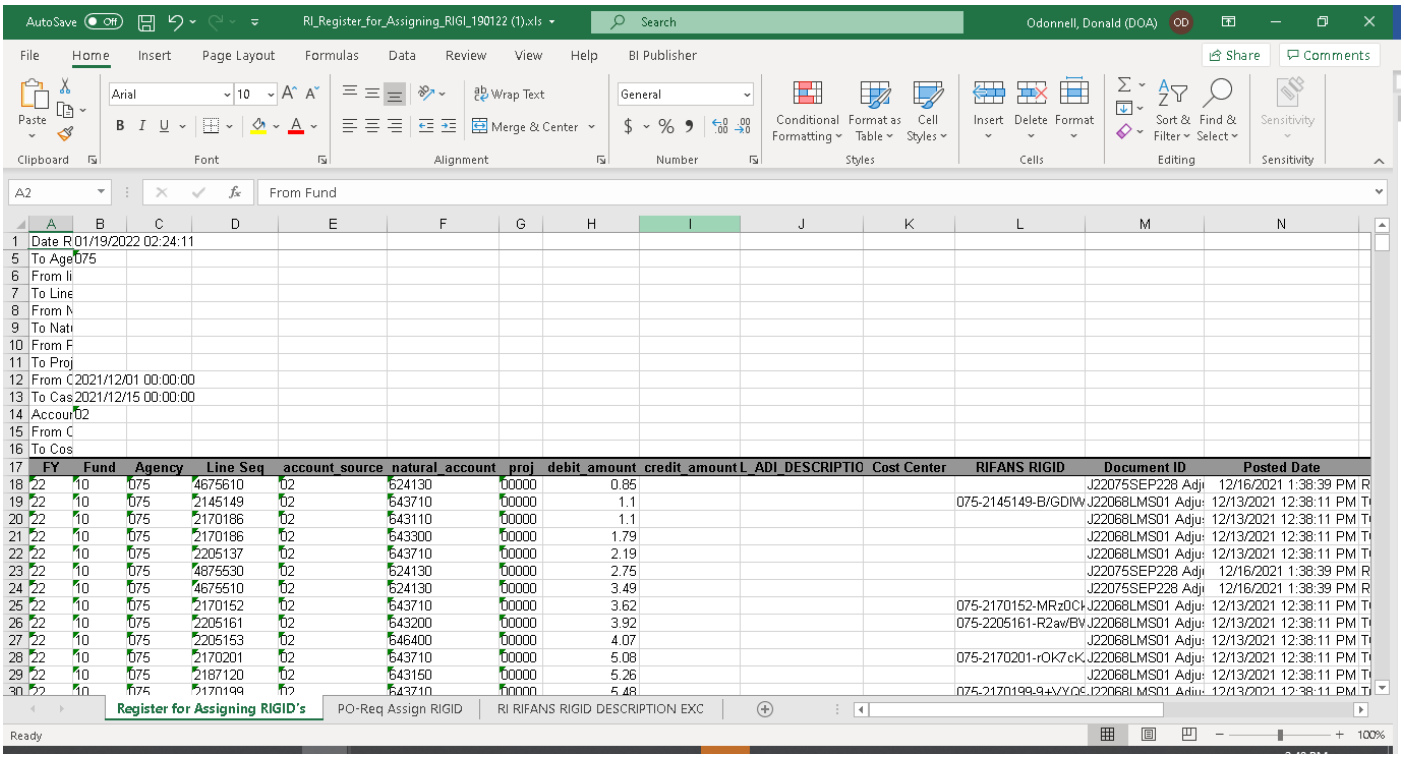
1. Download this Register, using applicable selection criteria
    a. *From Cash Date*: be sure to select a date prior to the earliest transactions associated with the grant
2. Delete any rows that don't need a RIGID tagged to them
3. Verify the accuracy of all transactions to be tagged
4. Fill in missing RIGIDs
    a. Refer to the 3rd tab for a list of current RIGIDs with descriptions
    b. For match transactions, pick the RIFANS RIGID that shows the associated federal line sequence
5. When the file is completed to the agency's satisfaction, send the spreadsheet nothing whether it is for updating the history or PO

6. Email the spreadsheet to Katje.Benoit.ctr@omb.ri.gov.
7. GMO will compile and forward these agency spreadsheets to the RIFANS Support Team for the RIGID's to be added.

This process should only be followed for historic transactions without a 1 RIGID to 1 line sequence relationship. Therefore, it is necessary for all historic match transactions, and federal (Account Source 02) line sequences that are shared by multiple grants and/or multiple RIGIDs.

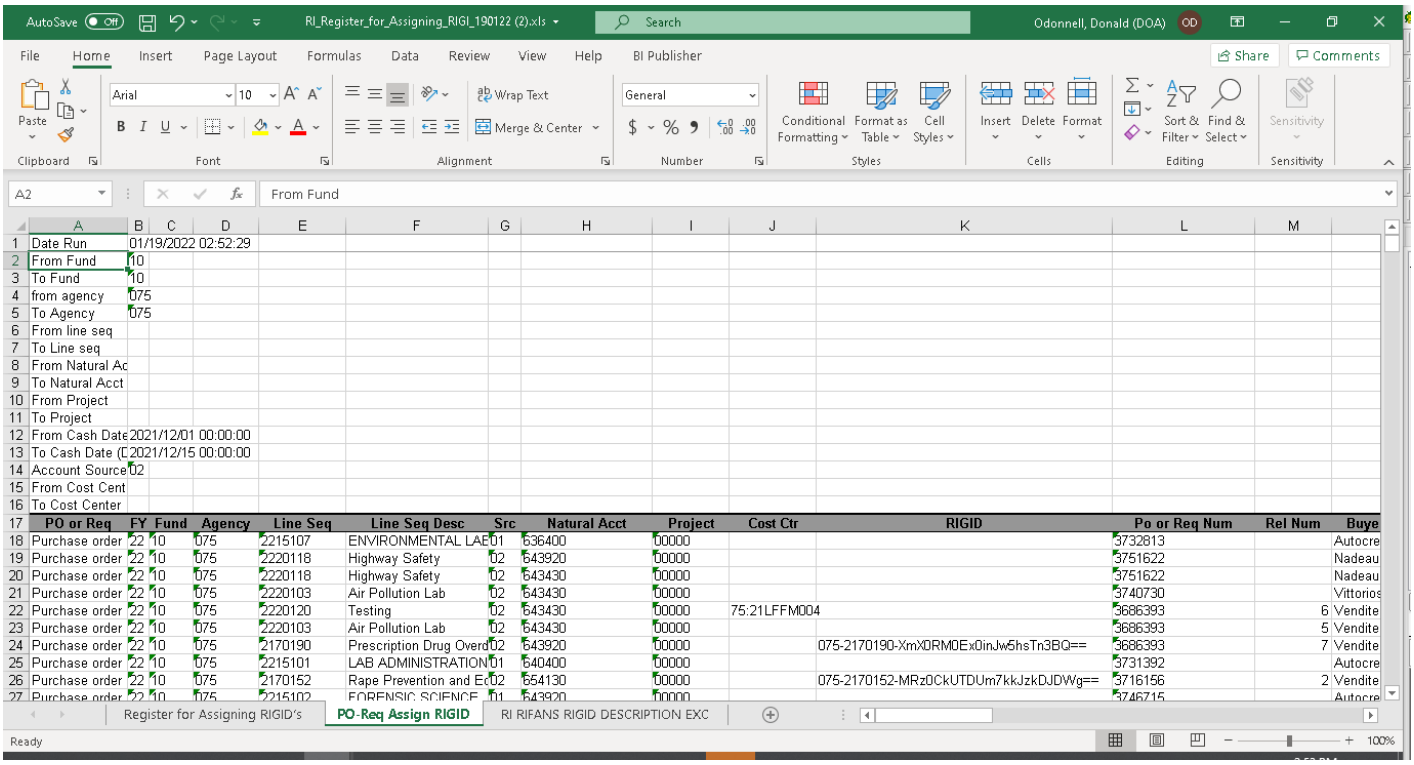
Doing this correctly will enable the RIFANS Support Team to populate the vendor information and transaction details into RIFANS reports available to agencies.

Tab 1 of RI Register for Assigning RIGID's to Historic Transactions



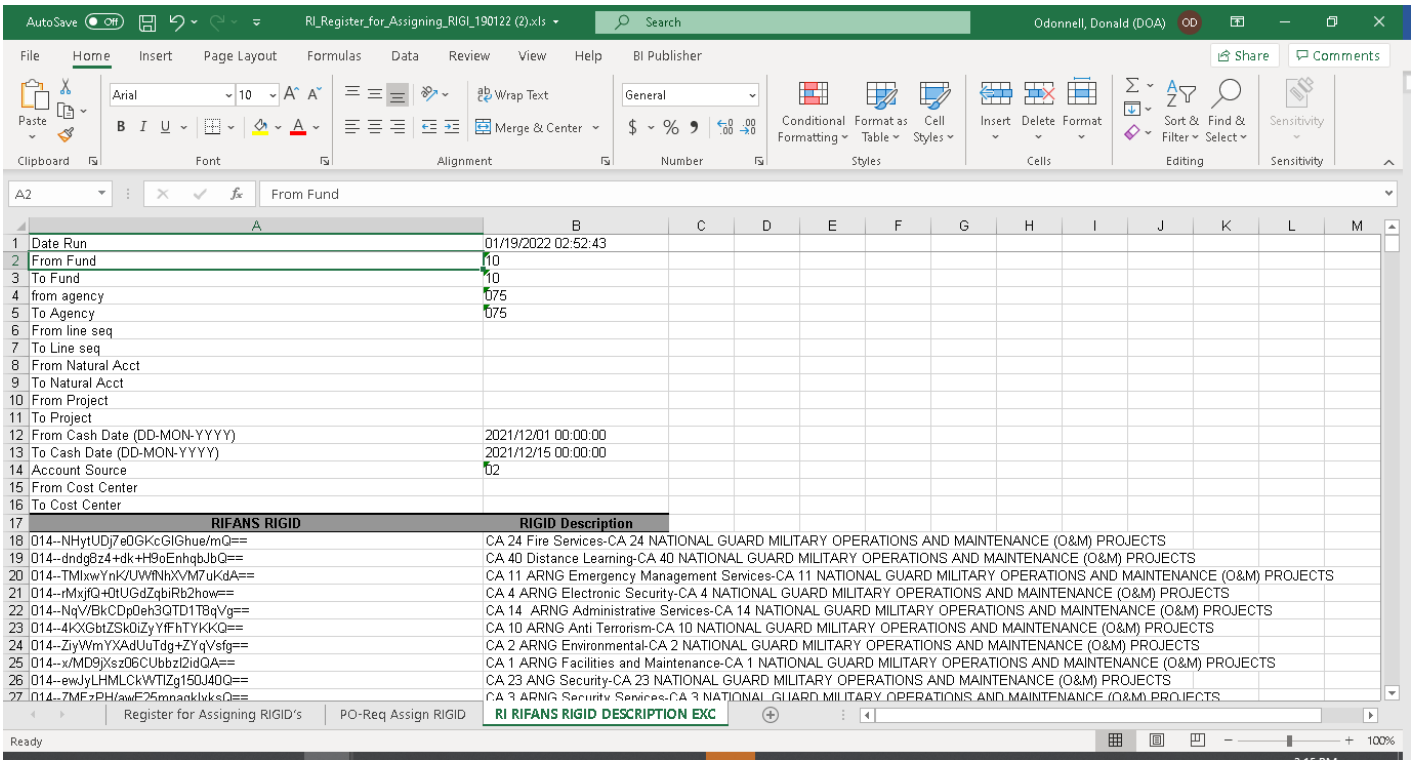
1	Date R	01/19/2022 02:24:11												
5	To Age	075												
6	From li													
7	To Line													
8	From N													
9	To Nati													
10	From F													
11	To Proj													
12	From C	2021/12/01 00:00:00												
13	To Cas	2021/12/15 00:00:00												
14	Accoun	02												
15	From C													
16	To Cos													
17	FY	Fund	Agency	Line Seq	account_source	natural_account	proj	debit_amount	credit_amount	L_ADI_DESCRIPTIO	Cost Center	RIFANS RIGID	Document ID	Posted Date
18	22	10	075	4675610	02	624130	00000	0.85					J22075SEP228 Adj	12/16/2021 1:38:39 PM R
19	22	10	075	2145149	02	643710	00000	1.1				075-2145149-B/GDIW	J22068LMS01 Adju	12/13/2021 12:38:11 PM T
20	22	10	075	2170186	02	643110	00000	1.1					J22068LMS01 Adju	12/13/2021 12:38:11 PM T
21	22	10	075	2170186	02	643300	00000	1.79					J22068LMS01 Adju	12/13/2021 12:38:11 PM T
22	22	10	075	2205137	02	643710	00000	2.19					J22068LMS01 Adju	12/13/2021 12:38:11 PM T
23	22	10	075	4875530	02	624130	00000	2.75					J22075SEP228 Adj	12/16/2021 1:38:39 PM R
24	22	10	075	4675510	02	624130	00000	3.49					J22075SEP228 Adj	12/16/2021 1:38:39 PM R
25	22	10	075	2170152	02	643710	00000	3.62				075-2170152-MRz0Ck	J22068LMS01 Adju	12/13/2021 12:38:11 PM T
26	22	10	075	2205161	02	643200	00000	3.92				075-2205161-R2aw/BV	J22068LMS01 Adju	12/13/2021 12:38:11 PM T
27	22	10	075	2205153	02	646400	00000	4.07					J22068LMS01 Adju	12/13/2021 12:38:11 PM T
28	22	10	075	2170201	02	643710	00000	5.08				075-2170201-rOK7cK	J22068LMS01 Adju	12/13/2021 12:38:11 PM T
29	22	10	075	2187120	02	643150	00000	5.26					J22068LMS01 Adju	12/13/2021 12:38:11 PM T
30	22	10	075	2170199	02	643710	00000	5.48				075-2170199-9+VYQS	J22068LMS01 Adju	12/13/2021 12:38:11 PM T

Tab 2 of RI Register for Assigning RIGID's to Historic Transactions



1	Date Run	01/19/2022 02:52:29												
2	From Fund	10												
3	To Fund	10												
4	from agency	075												
5	To Agency	075												
6	From line seq													
7	To Line seq													
8	From Natural Ac													
9	To Natural Acct													
10	From Project													
11	To Project													
12	From Cash Date	2021/12/01 00:00:00												
13	To Cash Date (D	2021/12/15 00:00:00												
14	Account Source	02												
15	From Cost Cent													
16	To Cost Center													
17	PO or Req	FY	Fund	Agency	Line Seq	Line Seq Desc	Src	Natural Acct	Project	Cost Ctr	RIGID	Po or Req Num	Rel Num	Buye
18	Purchase order	22	10	075	2215107	ENVIRONMENTAL LAE	01	636400	00000			3732813		Autocre
19	Purchase order	22	10	075	2220118	Highway Safety	02	643920	00000			3751622		Nadeau
20	Purchase order	22	10	075	2220118	Highway Safety	02	643430	00000			3751622		Nadeau
21	Purchase order	22	10	075	2220103	Air Pollution Lab	02	643430	00000			3740730		Vittorios
22	Purchase order	22	10	075	2220120	Testing	02	643430	00000	75:21LFFM004		3686393	6	Vendite
23	Purchase order	22	10	075	2220103	Air Pollution Lab	02	643430	00000			3686393	5	Vendite
24	Purchase order	22	10	075	2170190	Prescription Drug Overd	02	643920	00000		075-2170190-XmX0RM0Ex0inJw5hsTn3BQ==	3686393	7	Vendite
25	Purchase order	22	10	075	2215101	LAB ADMINISTRATION	01	640400	00000			3731392		Autocre
26	Purchase order	22	10	075	2170152	Rape Prevention and E	02	654130	00000		075-2170152-MRz0CkUTDUm7kkJzkDJDWg==	3716156	2	Vendite
27	Purchase order	22	10	075	2215102	FORENSIC SCIENCE	01	643920	00000			3746715		Autocre

Tab 3 of RI Register for Assigning RIGID's to Historic Transactions



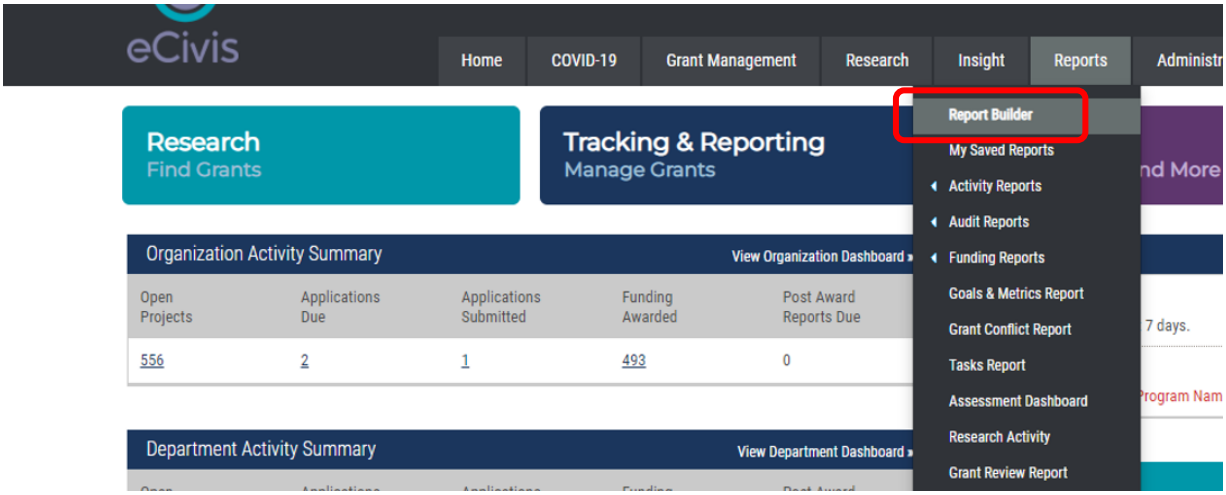
	A	B
1	Date Run	01/19/2022 02:52:43
2	From Fund	10
3	To Fund	10
4	from agency	075
5	To Agency	075
6	From line seq	
7	To Line seq	
8	From Natural Acct	
9	To Natural Acct	
10	From Project	
11	To Project	
12	From Cash Date (DD-MON-YYYY)	2021/12/01 00:00:00
13	To Cash Date (DD-MON-YYYY)	2021/12/15 00:00:00
14	Account Source	02
15	From Cost Center	
16	To Cost Center	
17	**RIFANS RIGID**	**RIGID Description**
18	014--NHytUDj7e0GKcGlGhue/mQ==	CA 24 Fire Services-CA 24 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
19	014--dndg8z4+dk+H9oEnhqbJbQ==	CA 40 Distance Learning-CA 40 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
20	014--TMIxwYnK/UWfNhXVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
21	014--rMxjfQ+0tUGdZqbiRb2how==	CA 4 ARNG Electronic Security-CA 4 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
22	014--NqV/BkCDp0eh3QTD1T8qVg==	CA 14 ARNG Administrative Services-CA 14 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
23	014--4KXGbtZSk0iZyYfFhTYKKQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
24	014--ZiyWmYXAdUuTdg+ZYqVsfg==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
25	014--x/MD9jXsz06CUbbzI2idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
26	014--ewJyLHMLCkWTlZg150J40Q==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS
27	014--7MEzPH/awE25mnaqklvksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS

Sundry Invoices

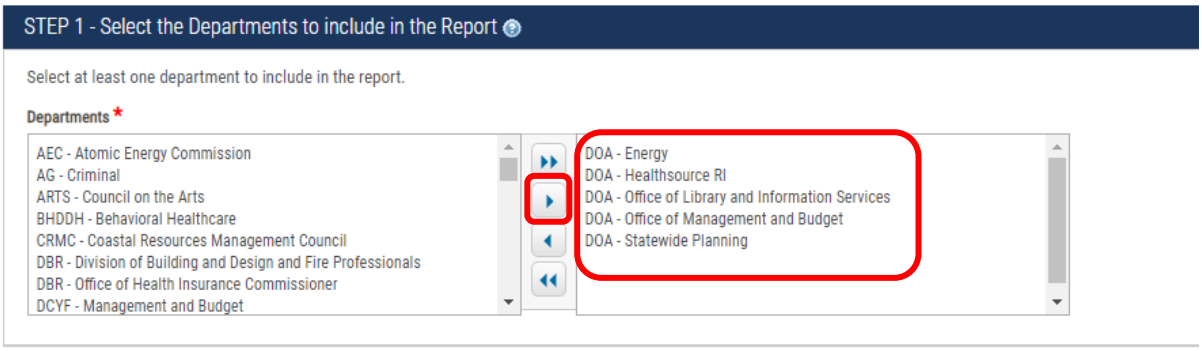
A new version of the Sundry database has been created to send the RIGID. After the sub-projects have been put into eCivis, Steve Thompson will send out an email letting the users know that the new version is being sent. Valerie Bager will then send out an email with the database and instructions to install it. It will include the valid RIGID values at that point. The concurrent request 'RI Grants RIFANS RIGID and Description Report' can be run and saved to your PC to update the current valid RIGID. Instructions will be with Valerie's email.

Appendix A: Instructions on how to pull a RIGID Report from eCivis

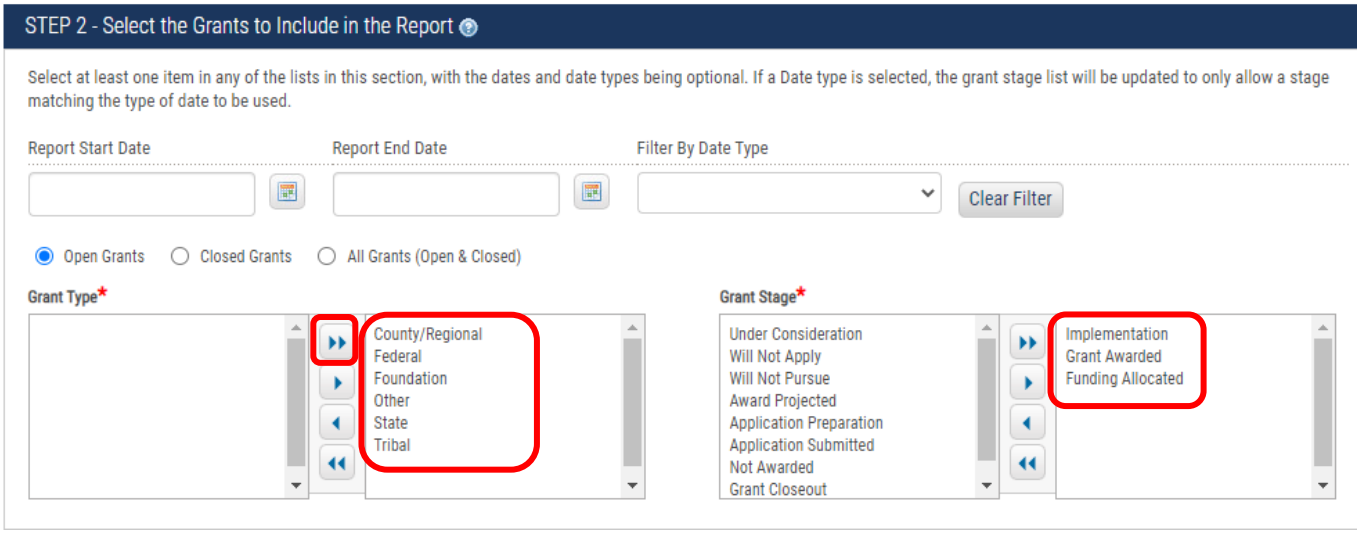
1. Log into eCivis
2. Under the *Reports* tab, select *Report Builder*



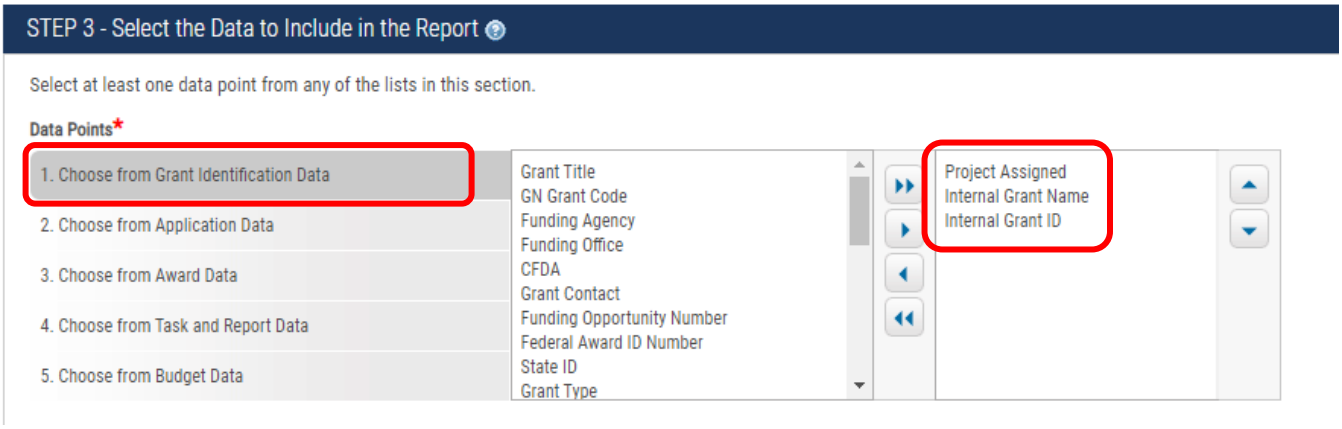
3. Under *STEP 1* select your agency from the list of Departments. If your agency has multiple divisions, select them all by holding down the Ctrl key. Click the blue arrow to move your selection over.



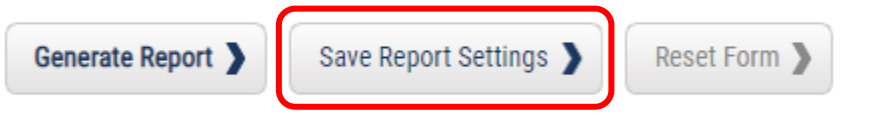
4. Under *STEP 2*, click the double blue arrows for *Grant Type*, and Select "Implementation", "Grant Awarded", and "Funding Allocated" for *Grant Stage*



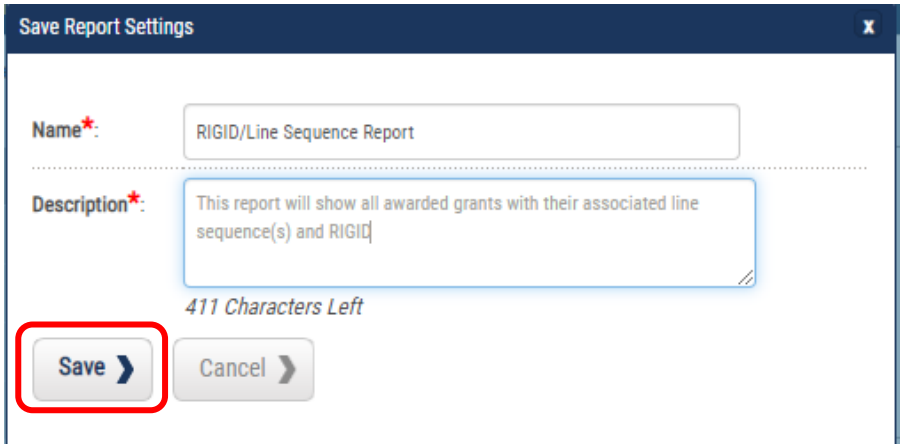
5. Under *STEP 3*, select the following data points from the tab "1. Grant Identification Data": "Project Assigned", "Internal Grant Name", "Internal Grant ID"



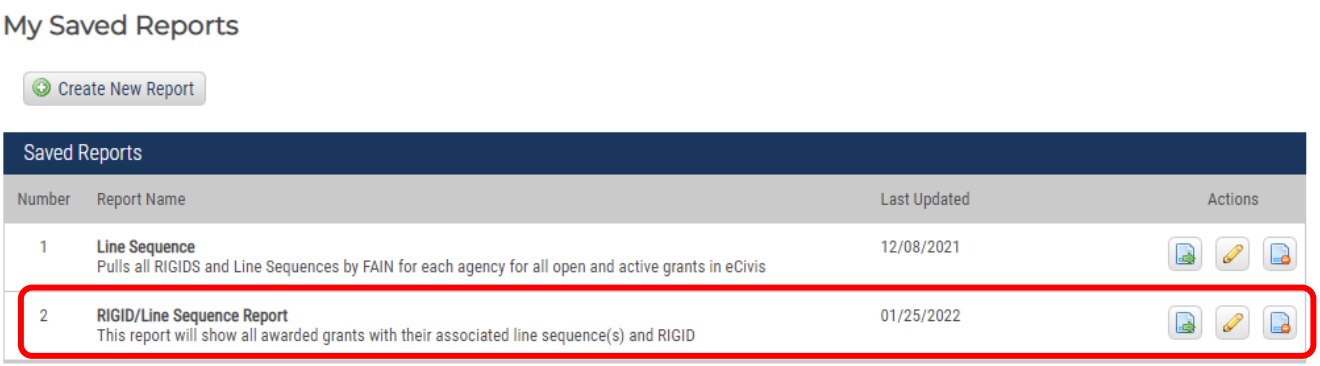
6. Select "Save Report Settings"



7. Enter in a name for the report that you can easily identify and a brief description. Click Save.



8. This will bring you to a page labeled "My Saved Reports". You can also access this page by hovering over the *Reports* tab and selecting "My Saved Reports". Clicking the green icon will run the report and export it into an excel file. Each time you run the report, it will grab the most up to date information from the eCivis system. You can also select the yellow pencil icon to edit or add fields to the report, or the red icon to delete the report template from your saved reports.



9. Below is an example of a report. You will now be able to see a summary of your awarded projects, the line sequence(s) associated with that parent or child project, and the eCivis RIGID.

eCivis

Grant Report

Report Criteria

Departments: DOA - Energy, DOA - Healthsource RI, DOA - Office of Library and Information Services, DOA - Office of Management and Budget, DOA - Statewide Planning

Grant Status: Open Grants

Grant Type: All

Grant Stage: Grant Awarded, Implementation, Funding Allocated

Reporting Period:

Reporting Period Date Type:

Project Assigned	Internal Grant Name	Internal Grant ID
SEP FY 17 Competitive Funds	1191118	hSszh5GhEUiYGAcUl6xCgA==
LSTA State Grants	1217101	jBAgXmYbTUKPQi9ap/IUZw==
State Heating Oil & Propane Program (SHOPP)	1191102	/tOgGL4e1ke5T0ml9swEuQ==
Clean Cities Coalition Network Outreach, Education, and Performance Tracking Program	1191120	iraKwESKhUSSm1oy8A/nzQ==
LSTA ARPA State Grants	4868501	cF0eh5m7YEyeFFzmrwCwWg==
RI 2020 WUDR Project	1166130	pWcl0L+qzUGukHwQ6z+X2A==
State Innovation Waiver Under Section 1332 of Affordable Care Act	1201104	c9CzLIWrWku0Oa9SVaed4A==
Refrigeration Energy Management	1191122	83rT5L9hh0yhSuqiokqAIA==
Sub Project DEMO		DakpdlENEayeoVTHRePRQ==
81041-State Energy Program	1191101	pnobZe2YM0CxEo1eUobCNQ==
98.012: Grant Program Name (eCivis DEMO)	1234567-4567891	Oh+TTWppP0Ot7Jlb0URbnQ==
98.012: Grant Program Name (eCivis DEMO)	1234567	sNIbNpLIM0GglLGX9PDPYw==