

GAPS Role Descriptions, Screenshots of the Member Center and the Steps to Create Community Accounts

*****Each person having a role in GAPS must register with the SCDE member center.*****

You will need to assign **three different individuals** to work in GAPS and the different roles are explained below: Once you've determined who you want to assign, you will need to have each individual go into the SCDE website and create community user accounts (per instructions below on page 2). **Once you've create the community user accounts, you will need to send us a list of the individual names, email addresses and the role that they need to be assigned in GAPS. Please send that information to the grants accounting box at grantsaccounting@ed.sc.gov**

Also, you can send any questions or request for assistance to the grantsaccounting@ed.sc.gov box.

Three roles for GAPS

Grant Coordinator – Enter Budget and Budget Amendments
Grant Sub Recipient Finance – Approve Budget and Enter Expenditures
Grant Accounting Finance Approver – Approve Expenditures

- 1.t** **Roles – You may assign two people for each role within a single grant however one person may only have one role per grant. If an individual is assigned more than one role per grant, the system will override one role for another. Example: A person is given the Grant Coordinator role and Finance Approver role in the same grant. The Finance approver process overrides the system and the grant budget can no longer be entered.**

Process 1 - Budgets

- **Step 1 – Grant Coordinator (Grant Specific) role will have access to create budgets/budget amendments**
- **Step 2 – Grant Sub Recipient Finance (Grant Specific) role will have access to approve budgets/budget amendments. This triggers the workflow to the SCDE Program Office.**
- **Step 3 – SCDE Program office will approve all budgets/budget amendments**

Process 2 - Payments

- **Step 1 – Grant Sub Recipient Finance role will have access to enter expenditures/expenditure refunds.**
- **Step 2 – Grants Accounting Finance Approver role will have access to approve expenditures on ALL grants. This triggers the workflow to SCDE Finance Office.**
- **Step 3 – SCDE Finance office for approval of expenditure claim for payment**

Training tutorials for creating budget, budget amendments and creating expenditures can be found on our webpage: <http://ed.sc.gov/finance/grants-accounting/>