

Grants Accounting Amendment Workflow

Amendments

Log into GAPS as the Coordinator Role
Select the Sub Grant, Entity and Sub Program
From the Finance Tab; Select Amendments

Amendment options available to enter are One to One, One to Many and Many to One

Note: Previously entered amendments will display in the listing. Depending on the Amendments status Delete or Edit is available. Delete is only available if the amendment is in its initial pre-submittal stage. Once it's been submitted/returned and reset to pre-submittal you can no longer delete the amendment. It is part of the Grants History. To eliminate the amendment after its submitted, it would need to be Denied.



Grants Amendments: Greenwood 50 | GAPS Program Coordinator | [Member Center](#) | [Contacts](#) | [Logout](#)

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Sub Recipient: Greenwood 50
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Listing All Amendments for Sub Program: 25-Lv ES, ESR ES, and Sprfld ES

Amendment type: [Create \(One to One\) Individual](#) [Create \(One to Many\) Group](#) [Create \(Many to One\) Group](#)

Sub Program Code	Sub Function Code	Object Code	Group Type	Amendment amount per Group	Approval Status
25	117	500	Many to One	\$1,919.26	Submitted to Sub Recipient Finance
25	214	600	One to Many	\$6,000.00	Submitted to Sub Recipient Finance
25	127	600	One To One	\$25.78	Submitted to Sub Recipient Finance

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Grants Accounting Amendment Workflow

Create one to One Individual

Select Create One to One (Individual). Grants Amendment – Create One to One page displays.

Grants Amendment - Create One to One | GAPS Program Coordinator | Member Center | Contacts | Logout

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Home Application Finance Reports

Grants Amendment - Create One to One

From:

Sub Program *
25

Sub Function Code *
117 - Driver Education Program (Optional)

Object Code *
200 - Employee Benefits

Budget Item *
Budget Item with \$46,700.00 available Funds

Available Funds
\$46,700.00

To:

Sub Program *
25

Sub Function Code *
100 - Instruction

Object Code *
100 - Salaries

Amendment Amount *
\$0.00

Reason for change *

Maximum characters: 750
Characters left: 750

Create Cancel

The From section displays the data entered in the Budge (Sub Function, Object and Available Funds).

The To section contains all available selections in the Sub Function and Object Code fields.

All fields are required including Reason for Change.

After data is entered, select Create. Amendment item will be added to the Amendment Listing page.

Grants Accounting Amendment Workflow

One to Many

Select Create One to Many Group. The Grants Amendment Create One to Many Group page displays

Grants Amendment - Create One to Many Group

InvalidBudgetItem

From:

Sub Program *
25

Sub Function Code *
117 - Driver Education Program (Optional)

Object Code *
200 - Employee Benefits

Budget Item *
Budget Item with \$46,700.00 available Funds

Available Funds
\$46,700.00

To:

Sub Program Number	Sub Function Code	Object Code	Amount
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Sub Program *
25

Sub Function Code *
100 - Instruction

Object Code *
100 - Salaries

Add New

Remaining Budget Item funds
\$46,700.00

Amendment Amount *

Reason for change *

Maximum characters: 750
Characters left: 750

Create Cancel

This option is used to move Funds from a single Budget Item to Many Budget Items

The From section is just like the One to One and is populated with all previously entered Budget items.

The To section has a table that allows you to add multiple items and dollar amounts to multiple Budget Areas. There is an Edit check that you can't exceed the amount available in the From Budget location. Select the Function and Object codes, enter the amount. Click the Add New button. NOTE: do NOT select CREATE until you have entered all items for this group. Once an item is Added to the table, you can use the Replace button to make changes to the data you entered for THAT item. If no changes are needed, simply continue adding additional items for this group. To get the Add new Button back after adding an item simply select/enter the next budget item and Replace will change to Add New. Continue this process until all items have been entered. Once all items have been entered Click Create to save this GROUP of amendments. The Amendment listing page will display. NOTE If you have entered any amendments and then change the 'From' information, The 'From' info will be changed for all amendments previously entered in this amendment group.

Grants Accounting Amendment Workflow

Many to One

Select the Create Many to One Group. The Grants Amendment – Create Many to One Group page displays

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Grants Amendment - Create Many to One Group

From:

Sub Program *
25

Sub Function Code *
117 - Driver Education Program (Optional)

Object Code *
200 - Employee Benefits

Budget Item *
Budget Item with \$46,700.00 available Funds

Available Funds
\$46,700.00

Amendment Amount
46700.00

Add New

Sub Program Number	Sub Function Code	Object Code	Amount
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To:

Sub Program *
25

Sub Function Code *
100 - Instruction

Object Code *
100 - Salaries

Amendment Amount *
\$0.00

Reason for change *

Maximum characters: 750
Characters left: 750

Create Cancel

This process is the same as the One to Many except now you are moving items from multiple budget items to a single budget item. NOTE If you have entered any amendments and then change the data in the 'To' section, the 'To' info will be changed for all amendments previously entered in this amendment group.

Grants Accounting Amendment Workflow

To Review the History for an Amendment

From the Amendment Details page select the Amendment Amount link. The History for the SELECTED item will display in the History section. You have to select each item to view it's History.

Grants Amendments - One to Many Group Details | GAPS Program Administrator | Member Center | Contacts | Logout

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Home Application Finance Admin

Sub Recipient: Greenwood 50
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Amendment Details: One to Many Group

From:

Sub Program number 25	Sub Function code 214	Object code 600
Budgeted Amount \$6,000.00	Approval Status Approved	

To:

Sub Program Number	Sub Function Code	Object Code	Amendment Amount	Approval Status
25	121	600	\$1,000.00	Submitted to Sub Recipient Finance
25	121	200	\$2,000.00	Submitted to Sub Recipient Finance
25	214	300	\$3,000.00	Submitted to Sub Recipient Finance

Reason For Amendment
amendment 1 SRC

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Home Application Finance Admin

Sub Recipient: Greenwood 50
Sub Grant Title: 21st century After School Learning Test
Award Period: 9/5/2014 - 9/28/2022

Member of Many to One Group

From:

Sub Program Number 25-Lv ES, ESR ES, and Sprfld ES	Sub Function Code 214	Object Code 600
Budgeted Amount \$100,000.00	Approval Status Approved	

To:

Sub Program Number 25-Lv ES, ESR ES, and Sprfld ES	Sub Function Code 121	Object Code 200
Amendment Amount \$2,000.00	Approval Status Submitted to Sub Recipient Finance	

Reason For Amendment
amendment 1 SRC

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History:

Status	User ID	Date	Activity
Submitted to Sub Recipient Finance	scde0008scde@gmail.com	9/5/2015 11:19:30 AM	Bulk Approve
Submitted to Sub Recipient Finance	scde0008scde@gmail.com	9/5/2015 11:19:30 AM	Bulk Submit
PreSubmittal	scde0008scde@gmail.com	9/5/2015 10:32:30 AM	Created

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Grants Accounting Amendment Workflow

Additional Information

The amendment approval process follows the same exact workflow as the Budget Approval Process.

As you are making amendment changes, please verify that monies are moving correctly.

The Budget Summary page will show the pending amendments in orange prior to their approval. After the Approval the orange items will be incorporated into the applicable budget item.