Correcting an Invalid Line Sequence in eCivis

Line Sequence data is sent from eCivis to RIFANS every night in order to help make the connection between the 2 systems. If an invalid line sequence is entered in eCivis, an error occurs in RIFANS. To correct this, you will need to edit the line sequence that was entered in eCivis. The GMO will reach out to your agency when a line sequence is giving an error message and needs to be updated.

Common reasons a line sequence error occurs:

1. The FAIN was entered in the Internal Grant Name field rather than the line sequence
2. An invalid line sequence was entered
3. Multiple line sequences were entered incorrectly. If you have multiple line sequences, they should be separated by a dash with no spaces
   a. Correct input: 1234567-2345678
   b. Incorrect input: 1234567, 234568

To make the correction, first locate the project dashboard of the grant that needs to be edited. Once in the project dashboard, click on the Contracts & Accounts tab.

Once in the Grant Contracts & Account Details page, you can locate and edit the invalid line sequence. Line Sequence(s) is kept in the **Internal Grant Name** field. RIGID is kept in the **Internal Grant ID** field and should **not** be edited. Hit the edit button to make the correction.

Grant Contract & Account Details

Conservation Programs

Information pertains to grants "awarded" in this project. ⓘ

US11417 The Community Forest and Open Space Conservation Program (CFP) - FY 2022

Stage: Implementation	Awarded: $1,050,000.00	Match: $100,000.00

Grant Contract Summary

💬 Award Notification Date:	09/06/2021	
💬 Contract Start Date:	09/01/2021	
💬 Contract Close Date:	11/01/2022	
Award Type:	○ Advance Payment ● Reimbursement	
Award Documents:	📁	
Grantor Contract Number:	W81XWH18-1-2023	
DUNS Number:		

Revenue & Expense Accounts

Search:

Account Name	▼	Number	⬍	Type	⬍
No data available in table					

1 - 0 of 0 Accounts   ← Previous | Next →

Grant Identifiers

Internal Grant ID:	afNPImU5AU+/HGJxVb/7YA==
Internal Grant Name:	100236987

Notes

Edit

Grant Contract & Account Details

Conservation Programs

Information pertains to grants "awarded" in this project. ⓘ

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Stage: Implementation	Awarded: $1,050,000.00	Match: $100,

Grant Contract Summary

💬 Award Notification Date*: 09/06/2021

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Grantor Contract Number: W81XWH18-1-2023

DUNS Number:

Revenue & Expense Accounts

Search:

Add	Edit	Delete

Account Name	▼	Number
No data available in table		

1 - 0 of 0 Accounts

Grant Identifiers

Internal Grant ID: afNPlmU5AU+/HGJxVb/7YA==

Internal Grant Name: 1236987

Notes

Save   Cancel

You should now be able to edit the Internal Grant Name field. Ensure that the line sequence is 7-digits, and if there are multiple that they are separated by a dash with no spaces (Example: 1234567-2345678). Hit Save.

Grant Identifiers

Internal Grant ID: afNPlmU5AU+/HGJxVb/7YA==

Internal Grant Name: 1236987

Notes

Once saved, you will see your updated line sequence(s) in the Internal Grant Name field. This information is sent to RIFANS nightly, so the change to the RIFANS RIGID will appear the following day after edits are made in eCivis.