



How to Handle Deleted RIGIDs

When you delete a grant, project, or subproject in eCivis, the RIGID (Rhode Island Grant Identifier) is also deleted, which will cause a disconnect between eCivis and RIFANS. The RIGID is used to connect the 2 systems so that transactions can successfully map from RIFANS to eCivis budgets and reports. When a RIGID is deleted in eCivis, it is no longer available for use in RIFANS, so you **cannot journal transactions off a deleted RIGID to a new one**. To avoid major problems reconciling your financial data, make sure no transactions are tagged with its RIGID **before** you delete a grant, project, or subproject.

Please reach out to the GMO before deleting a grant, project, or subproject in eCivis. The GMO will work with your agency on potential alternatives to deleting a grant, project, or subproject.

If you need to close a grant or project after the closeout period, please reference the [How to Close a Grant and Project Workspace \(state as grantee\)](#) user guide.

If your agency and the GMO determine that a grant needs to be deleted from eCivis, and transactions have already started mapping over from RIFANS, there are a few steps that need to be taken **before** the RIGID is deleted:

1. In eCivis, make sure the new grant or child-project exists and is in the Awarded stage. If it does not yet exist, create the correct award that you need your transactions to map to, referencing the [Adding an Awarded Grant to eCivis \(state as grantee\)](#) user guide.
 - a. During set up, make sure to complete the budget build out and add rows for any missing Naturals specific to your grant program. Populate the GL Code field carefully. This will ensure the transactions map over smoothly. Please note that RIGIDs are assigned overnight after a grant is marked "Awarded," so you will not be able to see the new RIGID in RIFANS until the following day.
2. Use Registers 7 and 8 in RIFANS to identify all transactions, that are currently tagged with the RIGID that needs to be deleted. Once identified, remove that old RIGID, and replace with the new RIGID (or a blank, if the transaction is not associated with a federal award). More detailed instructions on entering RIGID values in this report can be found in the [GMS – RIFANS Training Manual](#).
 - a. For closed state fiscal years, the correcting journal entry shall be made in the period the issue is identified. The agency must note it is a prior period correction, either
 - i. In the Reg 7/8 spreadsheet **at the end** of the prepopulated description; or
 - ii. In the RIFANS JE description field
3. When the register(s) are completed to the agency's satisfaction, copy and paste it to an ADI spreadsheet, assign it to a RIFANS journal entry number and follow the usual RIFANS procedure for converting the ADI spreadsheet into a RIFANS journal entry
4. The day after the journal entry is complete, go into your eCivis budget and ensure that you are correctly seeing all transactions that were tagged in step 3.
5. Unposted transactions, Requisitions and Purchase Orders: If the line sequence is recycled (associated with more than 1 grant and/or child subproject in GMS), update the RIGID on any unposted transactions, requisitions and PO's. Note:



- a. When the line sequence is **unique** (associated with only 1 grant/child subproject in GMS), for unposted transactions, requisitions and PO's, DoIT will automatically replace a deleted RIGID with a valid RIGID.
 - b. When the line sequence is **recycled**, DoIT will automatically wipe a deleted RIGID and replace it with a blank for unposted transactions, requisitions and PO's.
6. When you verify that transactions are mapping over correctly and there are no pending, unposted transactions with the old RIGID, you can delete the old grant from eCivis.

If you do not create the new grant/RIGID before deleting a RIGID, the old RIGID will not be available to make adjustments.

If your agency needs information or help identifying the transactions associated with a deleted RIGID, please reach out to the GMO.