

GMS – RIFANS Training
Updating Past and Future Transactions in RIFANS
 Updated 10/13/2022

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Introduction

The **R**hode **I**sland **G**rant **I**dentifier (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.



The screenshot displays the eCivis interface for a grant award. At the top, the eCivis logo is visible on the left, and navigation tabs for 'Home', 'COVID-19', and 'Grant' are on the right. Below the navigation is a breadcrumb trail: 'Home / Project Search / Project Dashboard / Contracts & Accounts'. The main heading is 'Grant Contract & Account Details' for a 'Health Project'. A note states: 'Information pertains to grants "awarded" in this project.' The specific grant is identified as 'FD1004 Hearst Foundations: Health - FY 2021'. The status is 'Stage: Grant Awarded' with an awarded amount of '\$1,000,000.00'. The 'Grant Contract Summary' section includes the following details:

- Award Notification Date: 09/09/2021
- Contract Start Date: 09/16/2021
- Contract Close Date: 09/17/2025
- Award Type: Advance Payment Reimbursement
- Award Documents: 
- Grantor Contract Number: FAIN/Award ID will go here
- DUNS Number:

The 'Grant Identifiers' section shows the 'Internal Grant ID' as 'B/GDIWtDEaVZNz3Fue5sg==', which is highlighted with a red box. The 'Internal Grant Name' field is empty, with a note: 'Line Sequence(s) should be entered in this field'.

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/GDIWtDEaVZNz3Fue5sg=='
- RIFANS RIGID: '075-2145149-B/GDIWtDEaVZNz3Fue5sg=='

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-to-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 be 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

The screenshot shows the Oracle iProcurement interface for 'Requisition Distribution DFF'. The page title is 'Requisition Information: Split Cost Allocation'. Below the title, there is a table for 'Selected Line' and a table for 'Projects'.

Selected Line Table:

Line	Description	Unit	Quantity	Price	Amount (USD)
1	DOG FOOD- FOR THREE DEPARTMENT K9'S	Total	2358	1 USD	2,358.00

Projects Table:

Line	RI Accounting Flexfield	GL Date	Percent	Quantity	Amount (USD)	Cost Center	RIFANS RIGID	Delete
1	22.10.077.3110118.01.643030.0000 FY.FUND.AGENCY.LINE_SEQ.SOURCE.NATURAL.PROJECT	12-Jan-2022	100	2358	2,358.00		RIFANS RIGID	
Total			100	2358	2,358.00			

TIP Total allocation must equal 100% of the selected line values.
 Apply this Cost Allocation information to all applicable requisition lines

RIGID LOV (List of Values)

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

Search and Select List of Values - Internet Explorer

Search and Select: RIFANS RIGID

Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By RIFANS RIGID [] Go

Results

Previous 1-10 Next 10

Select	Quick Select	RIFANS RIGID	Description
<input type="radio"/>		016-3381149-kW3cPZW2iE6CTRG0yupY8w==	RI State Nonprofit Security Grant Program 2018-RI State Nonprofit Security Grant Program 2018
<input type="radio"/>		016-3381153-qgi33VBLG02nxvBivkaOmg==	RI State Nonprofit Security Grant Program 2019-RI State Nonprofit Security Grant Program 2019
<input type="radio"/>		016-3381154-uhudgKd+gEOsE9hiBy4WBg==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2020-RI Community Assistance Program State Services Element (CAP-SSSE) FY2020
<input type="radio"/>		016-3381155-YelpwO8In0KsHxmXwqmqmg==	RI Hazardous Materials Emergency Preparedness Grant Program FY21-RI Hazardous Materials Emergency Preparedness Grant Program FY21
<input type="radio"/>		016-3381157-y/e+Fmoar0qT4XKbv1hVFw==	RI State Homeland Security Grant Program-RI State Homeland Security Grant Program
<input type="radio"/>		016-3381158-QOIsE3xT0QAnNAv0mT200--	RI Community Assistance Program State Services Element (CAP-SSSE) FY2021-RI Community Assistance Program State Services Element (CAP-SSSE) FY2021

100%

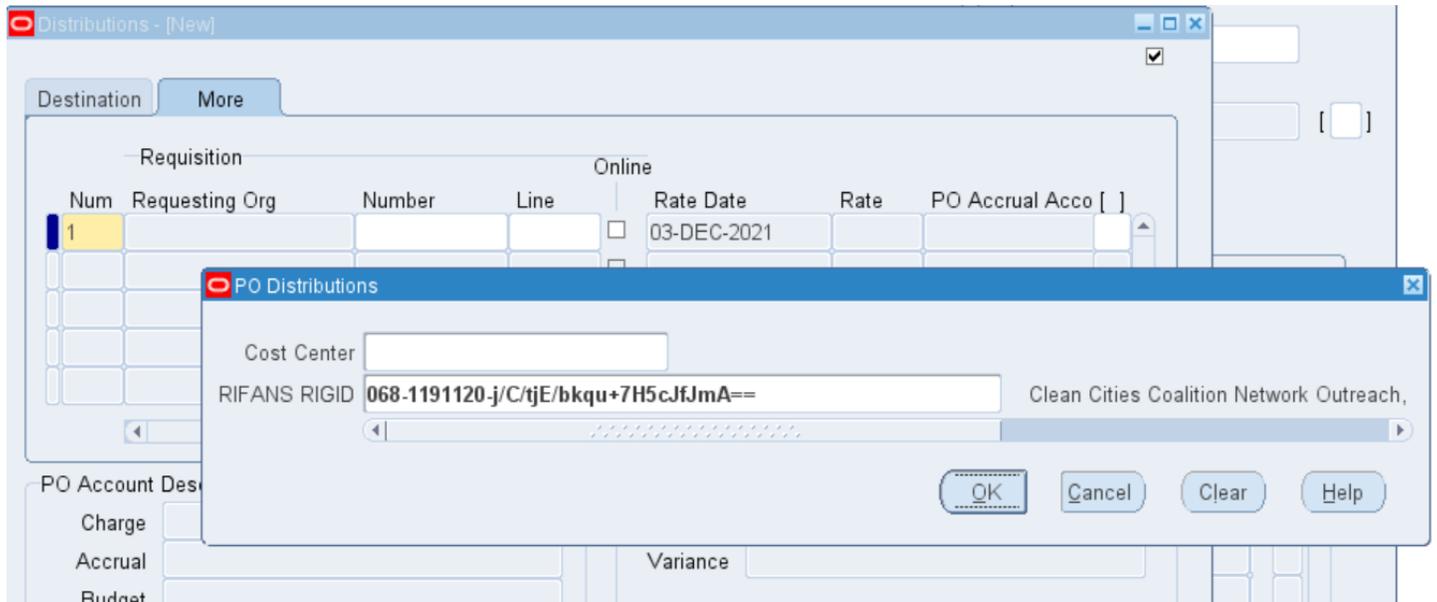
Purchase Order Distribution DFF

- 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:

The screenshot displays the 'Purchase Orders - [New]' interface. A 'Distributions - [New]' window is open, showing a table with columns: Num, Requesting Org, Number, Line, Online, Rate Date, Rate, and PO Accrual Acco. The 'PO Distributions' window is also open, showing a 'Cost Center' field with the value 'RIFANS RIGID'. Below this, a search box contains 'RIFANS RIGID' and a list of 'Grant Rigid' options is displayed. The list includes the following entries:

Grant Rigid	Description
067--iB43HrqT20e/NWFb40Q53g==	OVC FY 19 VOCA Victim Compensation Formula-OVC FY
067--y6Z+YC6+p0SKhdIQE1Flcg==	OVC FY20 VOCA Victim Compensation Formula-OVC FY
068-1166130-Mc201bNPpUGAoAgnZ5x8Wg==	RI 2020 WUDR Project-RI 2020 WUDR Project
068-1191102-o001bpzY00+OwEcTjv6iFA==	State Heating Oil & Propane Program (SHOPP)-State He
068-1191118-2VBHdFfnTEyAljGV57UolQ==	SEP FY 17 Competitive Funds-SEP FY 17 Competitive FU
068-1191120-j/CtjE/bkqu+7H5cJfJmA==	Clean Cities Coalition Network Outreach, Education, and
068-1191122-2hQWH/u2eUuSDWY0+RpPOw==	Refrigeration Energy Management-Refrigeration Energy f
068-1201104-6/g6TLogvUGAoTAaCT+a9w==	State Innovation Waiver Under Section 1332 of Affordable

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

The screenshot displays the Oracle Invoice Workbench (RI Payables Manager) interface. The main window shows the 'RI INVOICE HEADER - PAYABLES MANAGER' with a table of invoice details. A secondary window, 'Invoice Lines', is open, showing the '2 Line' sub-tab. This window contains fields for 'Cost Center', 'RIFANS RIGID', and 'Context Value'. A third window, 'RIFANS RIGID', is also open, displaying a list of RIGID values and their descriptions. The 'RIFANS RIGID' window has a search field and a 'Help' button. The 'RI INVOICE LINE' window shows a table with columns for 'Description' and 'RIFANS RIGID'. The 'RIFANS RIGID' window has a search field and a 'Help' button. The 'RI INVOICE LINE' window shows a table with columns for 'Description' and 'RIFANS RIGID'. The 'RIFANS RIGID' window has a search field and a 'Help' button.

PO Number	Trading Partner	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice Amount	Description	GL Date	Payment Curr
ard	100 SOCKANOS	60023	01	01-OCT-2021	TEST	1,000.00		01-OCT-2021	USD

Cost Center	RIFANS RIGID	Context Value

Rifans Rigid	Description
028-NULL-oGcNIMvkPEqZJ6GGDLBwmA==	Preschool Development Grant-Preschool Development C
029-4106113-gaiXEy0//0emtBmLmoWY6g==	CDBG-15-CDBG-15
029-4106114-h6g/oQZQ7UqWjHID0XMng==	CDBG-16-CDBG-16
029-4106115-HdZ2suzGF0u4Vn7Gf3bP9A==	CDBG-17-CDBG-17
029-4106116-INZq40YI50uyboonVx681g==	Neighborhood Stabilization Program 1-Neighborhood Sta
029-4106117-SPqcxSR0keoDyplivgJ3g==	Neighborhood Stabilization Program 3-Neighborhood Sta
029-4106118-a7KDVxXF/ke7Kims1r7Tw==	CDRG-18-CDRG-18

Invoice Distributions DFF

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

Distributions (RI Payables Manager) - State of Rhode Island, Test, 10 WOODLAND DRIVE OPERATIONS LLC

Line Number: 1
Line Description: [Empty]
Line Total: 100.00
Distribution Total: 100.00

RI INVOICE DISTRIBUTION

Distribution Num	Match Quantity	Price	Amount	Description	GL Date	Status	Accounting
			100.00		01-OCT-2021	Never Validated	Unprocessed

Invoice Distribution

Agency Approver: [Empty]
Cost Center: [Empty]
OSP PO Number: [Empty]
OSP Contract Number: [Empty]
Invoice ID for OpePCT: [Empty]
RIFANS RIGID: [Empty]

RIFANS RIGID

RIFANS RIGID	Description
044-1995101-14cwffb1mU6eHrSyTuXCvg==	Pipeline Safety Natural Gas-Pipeline Safety Natural Gas
044-1995102-WWeQC999QEKnJkUL395egA==	One Call Program-One Call Program
046-2605102-ttE+A5iL70inEXukOaLkEA==	Fair Housing Advertisement (HUD Partnership Grant)-Fa
049--+cwGZl28+kudKnN7fmoPdA==	John R. Justice Student Loan Repayment Assistance 20
049--qY0cAYDRVE+RoQlLqkDFXA==	John R. Justice Student Loan Repayment Assistance 20

Status: Never Validated
Accounted: Unprocessed

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

The screenshot displays the 'Enter Journals: Lines' dialog box. The 'RIFANS RIGID' field is populated with a list of codes and descriptions. A red box highlights the first row in the list:

Grant RIGID	Description
-1710181-Xul1ueLuTkkEy4nPV5AHhQ==	-WIOA NATIONAL EMERGENCY GRANTS
-2275108-8BaDvs3IQ0uRDoxOok0oeg==	-FY22 ORS VOCATIONAL REHABILITATIVE SERVICES (V
-2275118-Lf8UNXNoykWc7DZ3emYKMA==	-CCDF GY2022 Discretionary Funds
-2275193-Lf8UNXNoykWc7DZ3emYKMA==	-CCDF GY2022 Discretionary Funds
-2400105-RNa1mNY8+UWaF+GrgcYmRg==	-CCDF GY2022 Mandatory & Matching Funds
-2400106-2/9e/O/D/Eefe4eEE3QI9g==	-CCDF GY2022 Mandatory & Matching Funds
-2400108-zMT+CM/D8067LujO3ytEng==	-CCDF GY2022 Discretionary Funds
-2447104-f0rSiNsgDUy0f4cA+dFHQA==	-Title III B - Supportive Services 2101RIOASS ADMIN
-2447104-ukno555UXUWIS8+ULxwVg==	-Title III B - Supportive Services 2201RIOASS
-2447108-B3wviJr++UG803TJzrkhaQ==	-Title III Home Delivered Meals
-2447119-MXDxUP1Nk2SfouNjtZk7w==	-Title VIII - Elderly Feeding 2101RIOANS-02
-3381149-kW3cPZW2IE6CTRGoyupY8w==	-RI State Nonprofit Security Grant Program 2018
-3381154-uhudgKd+gEOsE9hiBy4WBg==	-RI Community Assistance Program State Services Elem
-3700102-4phPVxhyp0ehlyKMVNJQ==	-Narragansett Bay National Estuarine Research Reserve
-3700104-8HT3cMxEUEGXGcEEuARQ3A==	-RI F-10-D-60 Fisheries Resource Management

At the bottom of the dialog, there are buttons for 'Find', 'OK', and 'Cancel'. The status bar at the bottom left indicates 'Choices in list: 929'.

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:

Requester Need-By Date Item Number Category Description P-Card Used	De Fazio, Thomas E 28-Dec-2021 00:00:00 Security and Access Systems Maintenance and Repair No	Deliver-To Location Destination Type Inventory Replenishment Request Supplier Supplier Site Supplier Contact Contact Phone Supplier Item Supplier Onboarding Status Source Document Number Source Document Line Number Source Document Type Code Bill To Location	06800-047 Expense No SIGNET ELECTRONIC SYSTEMS INC 01 3828961 1 Blanket Purchase Agreement 06800-021 DOA ACCOUNTS & CONTROLS
Employee Name (Initial contract) Position Title Consultant Type Service Categories Hours per Week Under RI State Supervision Extension of Previous Year Effort Factors in Decision			

Charge Account	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Percent	Cost Center	RIFANS RIGID
22.10.068.1021101.02.616200.00000						100		068-1217101-jBAgXmYbTUKPQi9ap/IUZw== LSTA State Grants-LSTA State Grants

PO Distribution:

Distribution	Contract Line Num	Quantity Ordered	Quantity Billed	Item	Deliverable Num	Approval Status	RIFANS RIGID
1		1	1			Approved	068-1217101-jBAgXmYbTUKPQi9ap/IUZw==

PO Shipment Num	PO Distribution Num	Match
1	1	1

PO Distributions

Cost Center

RIFANS RIGID 068-1217101-jBAgXmYbTUKPQi9ap/IUZw== LSTA State Grants-LSTA State Grants

OK Cancel Clear Help

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 ELECTRI	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 Invoice Total: 25,950.00
Line Description: FY20 SECURITY SYSTEMS TE Distribution Total: 25,950.00

RI INVOICE DISTRIBUTION

Distribution 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 Distribution Class: Saved
Accounted: Processed 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

The screenshot shows a software interface for submitting a request. The main window is titled "Submit Request" and has a "Copy" button in the top right. The "Run this Request" section contains the following fields:

- Name: RI Grants RIFANS RIGID and Description Report
- Operating Unit: (empty)
- Parameters: (empty)
- Language: American English

The "At these Times" section has a "Run the Job" dropdown set to "As Soon As Possible".

The "Upon Completion" section has a checked checkbox for "Save all Output Files" and an unchecked checkbox for "Byrst Output". Below these are three input fields: "Layout" (containing "XXRI_RIFANS_RIGID_DESC_TEMP"), "Notify", and "Print to" (containing "noprint"). There are "Options" and "Delivery Opts" buttons to the right of these fields.

A "Parameters" dialog box is open in the foreground, featuring an "Agency" field with a dropdown arrow and buttons for "OK", "Cancel", "Clear", and "Help".

At the bottom of the main window are buttons for "Help (Q)", "Submit", and "Cancel".

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

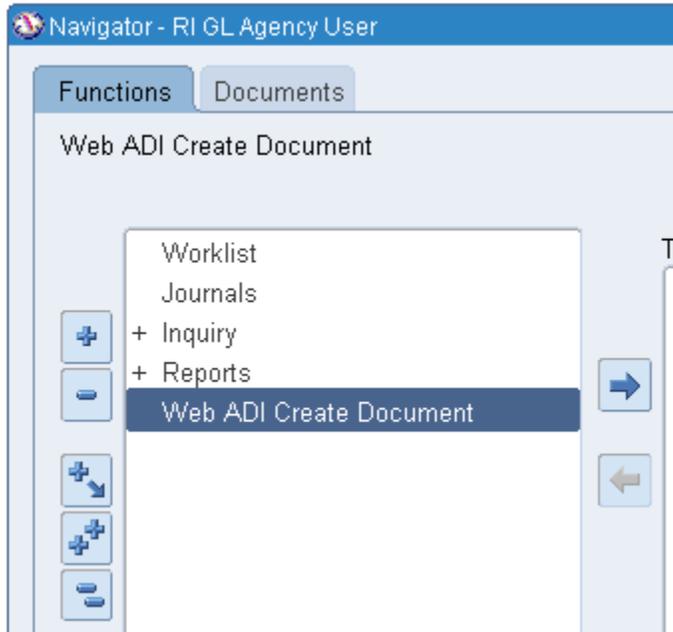
	A	B
1	RIFANS RIGID	RIFANS RIGID Description
2	022-2590103-HFwTFTfcmk+KnXdKquY7hw==	ACL Independent Living State Grants-ACL Independent Living State Grants
3	027-2945101-rUSKuEDBEa5h0XAILzN0w==	FFY 2021 assistance for operations of RIHPHC, the R.I. State Historic Preservation Office.- FFY 2021 assistance 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/X0Yzt0yupWl28mAS7A==	Infant & Toddlers / Families (Part C)-Infant & Toddlers / Families (Part C)
6	028-2018134-qkF4ANx12Eiq+ssjvFrbgw==	ADAP Shortfall Relief-ADAP Shortfall Relief
7	028-2018147-decrf2jzUWwSpjilM859w==	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.

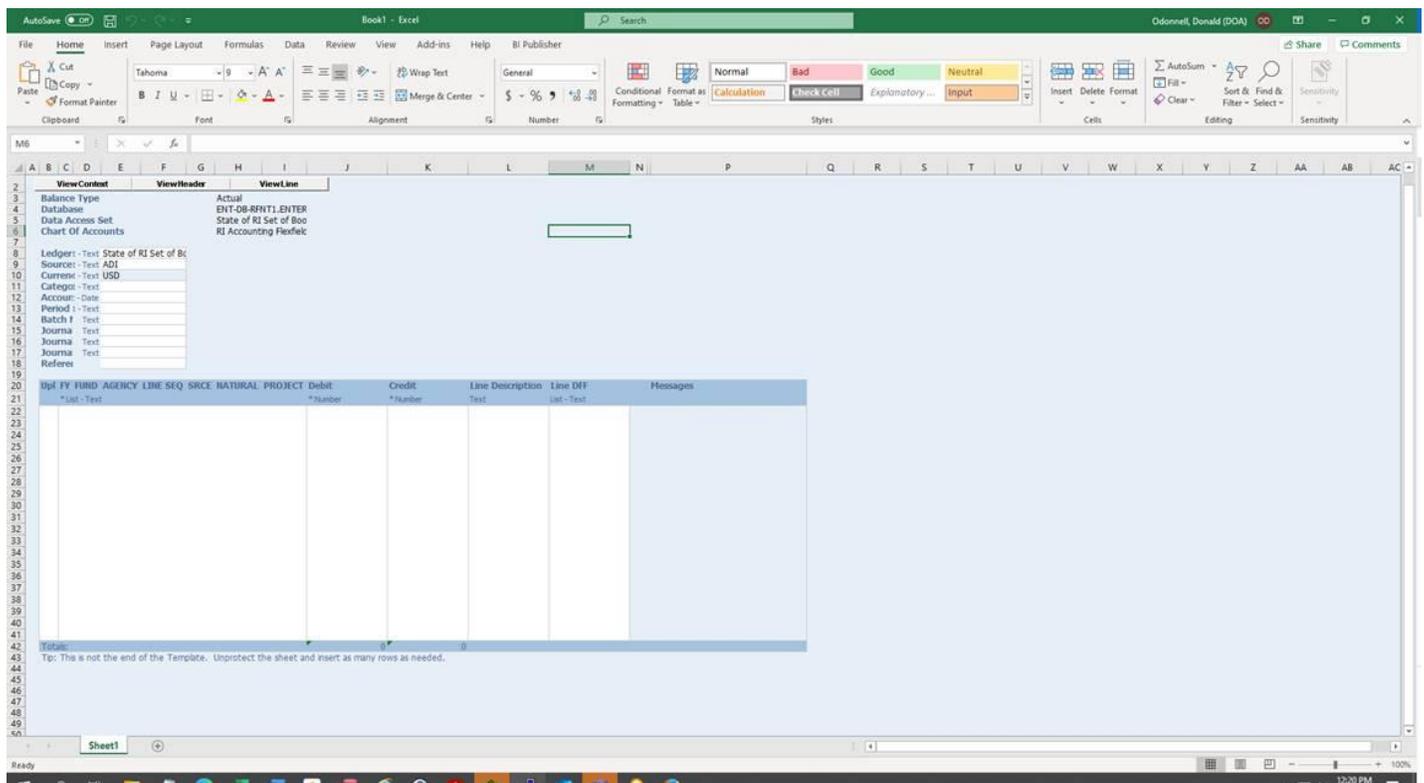
General Ledger – Journals Web ADI

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

To generate a new ADI with RIGID template:

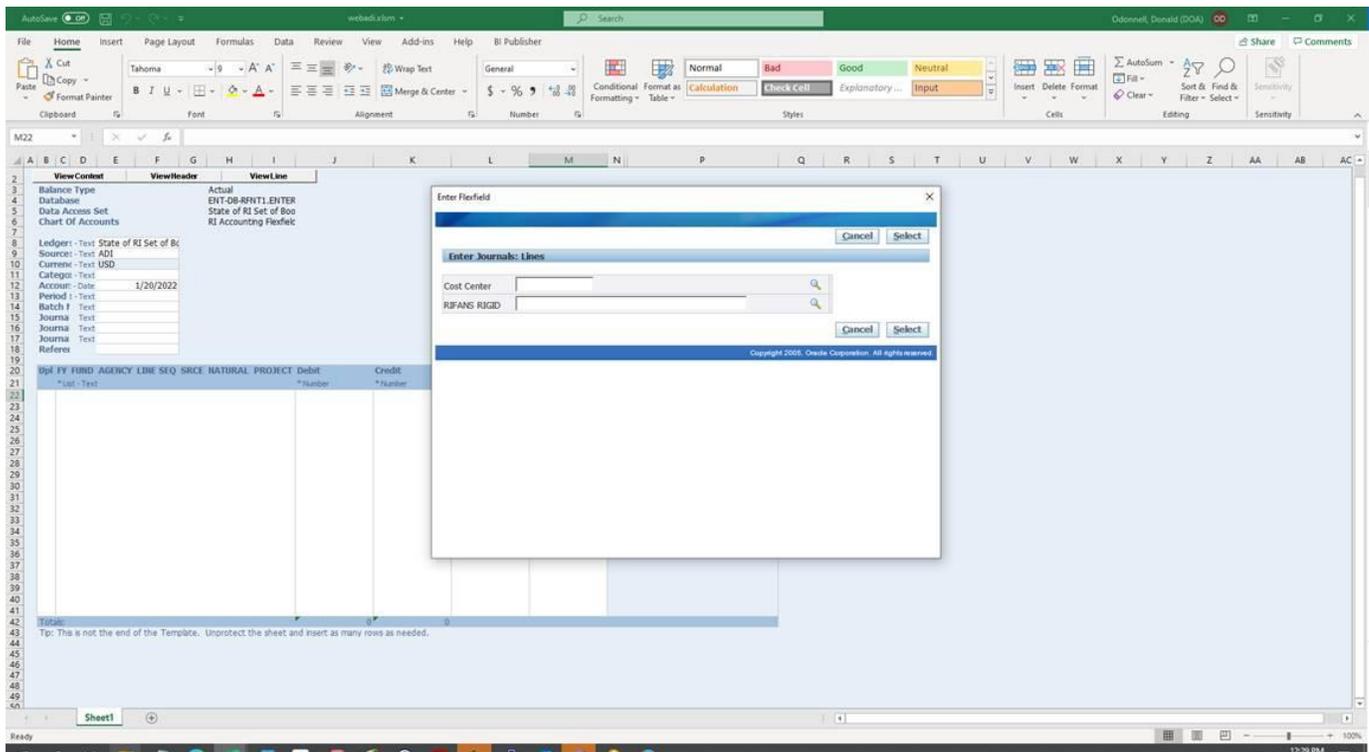


Web ADI Create Document -> General Ledger – Journals -> Excel 2016 -> RI Functional Journal with Cost Center and RIGID -> None -> Create Document -> Open (security bar popup)

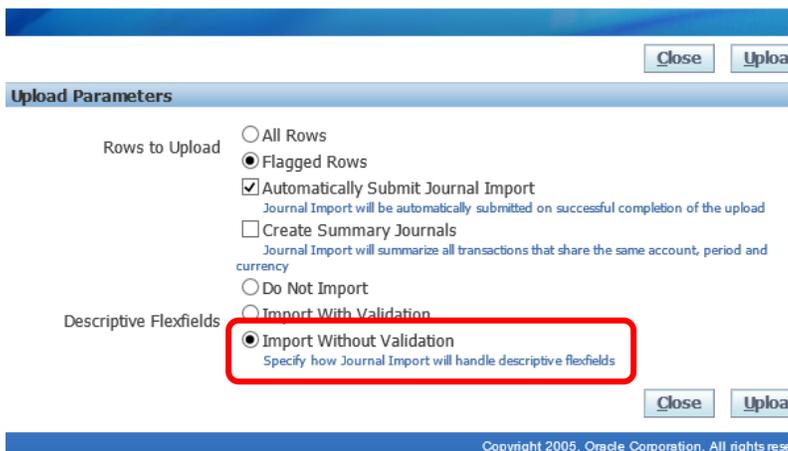


- Double clicking on the Line DFF column would open up Journal Lines DFF which has RIFANS RIGID along with Cost Center
- Selecting a RIGID here and performing an upload would update RIFANS RIGID DFF in GL Journal Line
- Note: when using the Journal Lines DFF search screen, the format of the descriptive flexfields (cost center and RIGIDs) will be automatically added. However, if typing the RIGID directly into ADI (not using the DFF search screen), the format must be:
 - Cost Center.RIGID (a period between the two fields)
 - If there is not cost center, then it will be .RIGID (period before the RIGID only)
- When uploading the ADI, choose Import Without Validation for Descriptive Flexfields

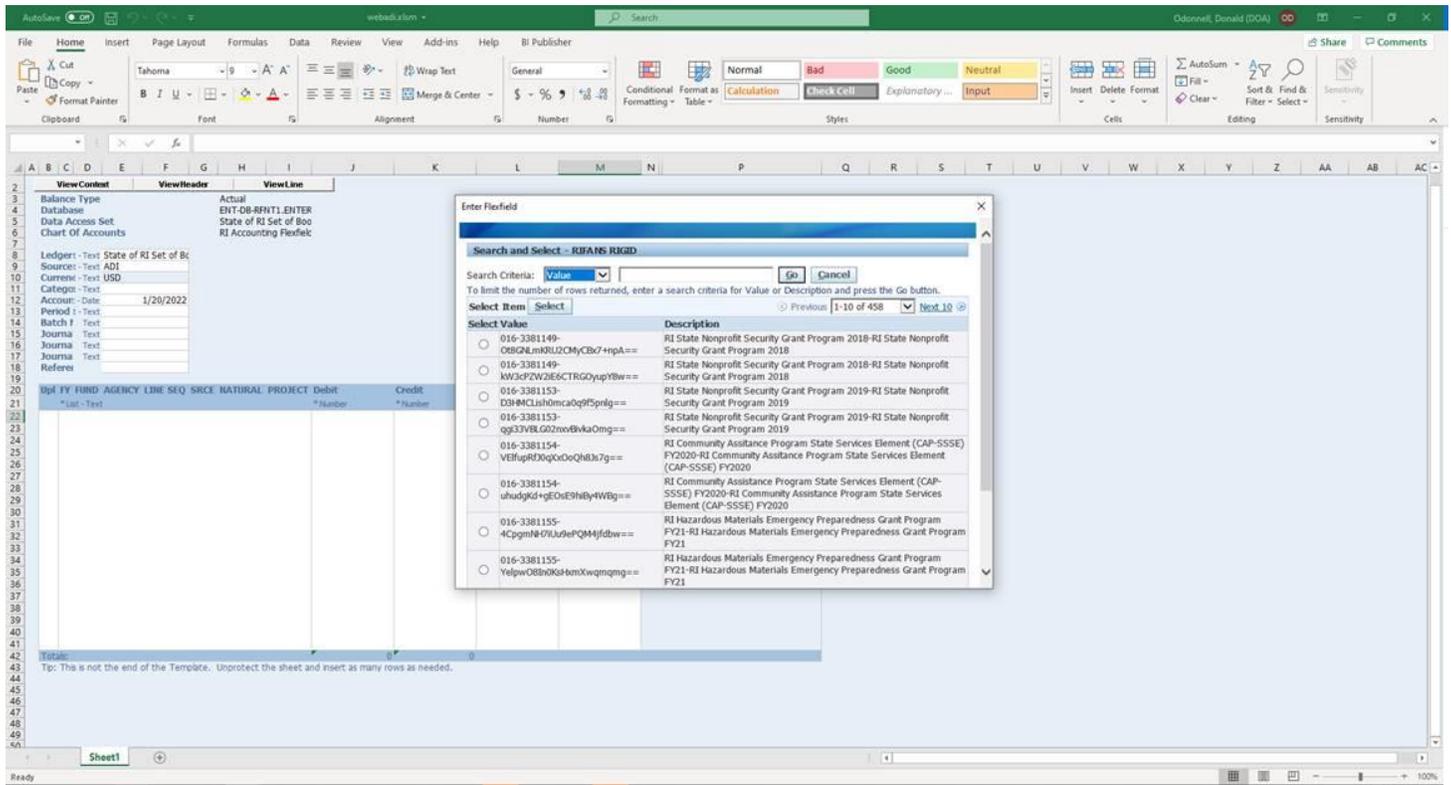
DFF Search Screen:



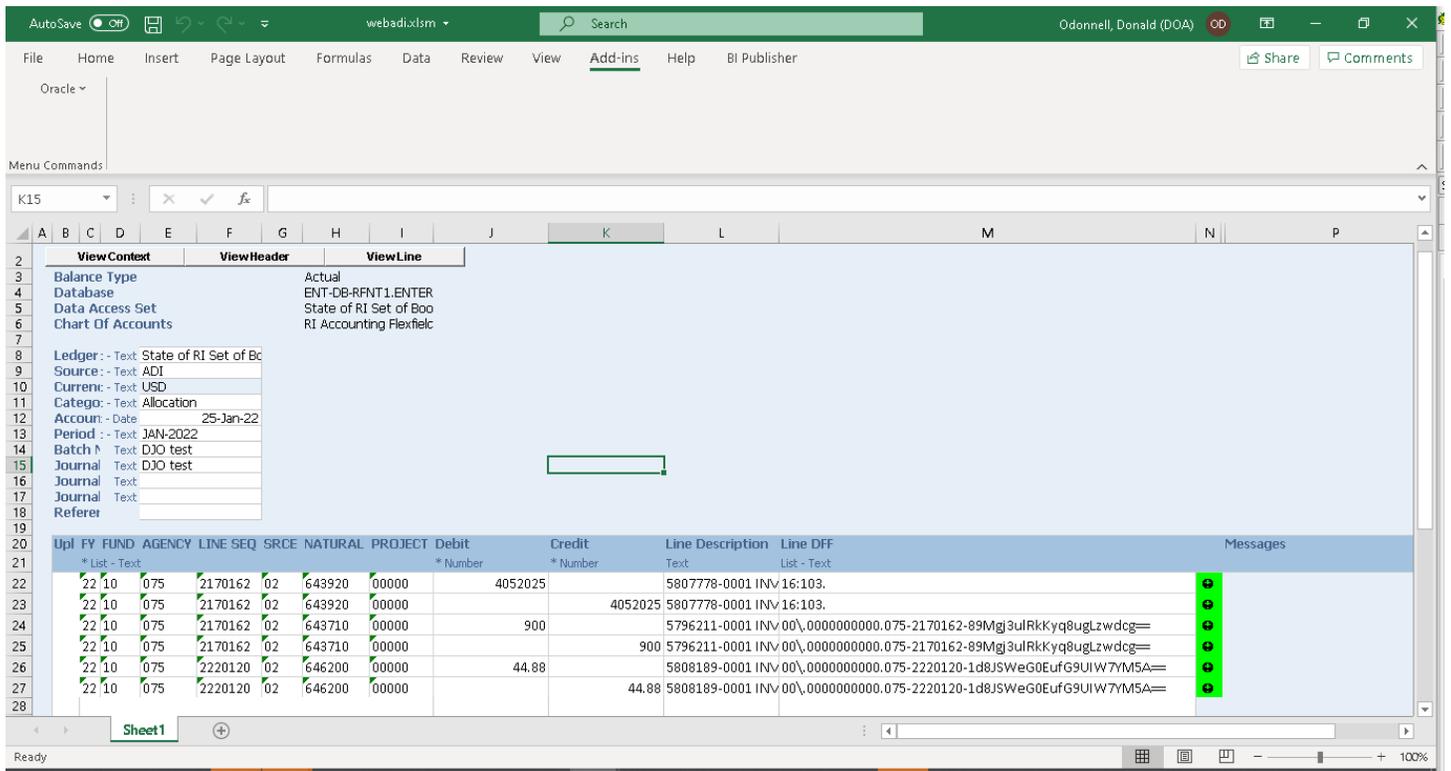
ADI Upload:



RIFANS RIGID DFF showing possible RIGID values:



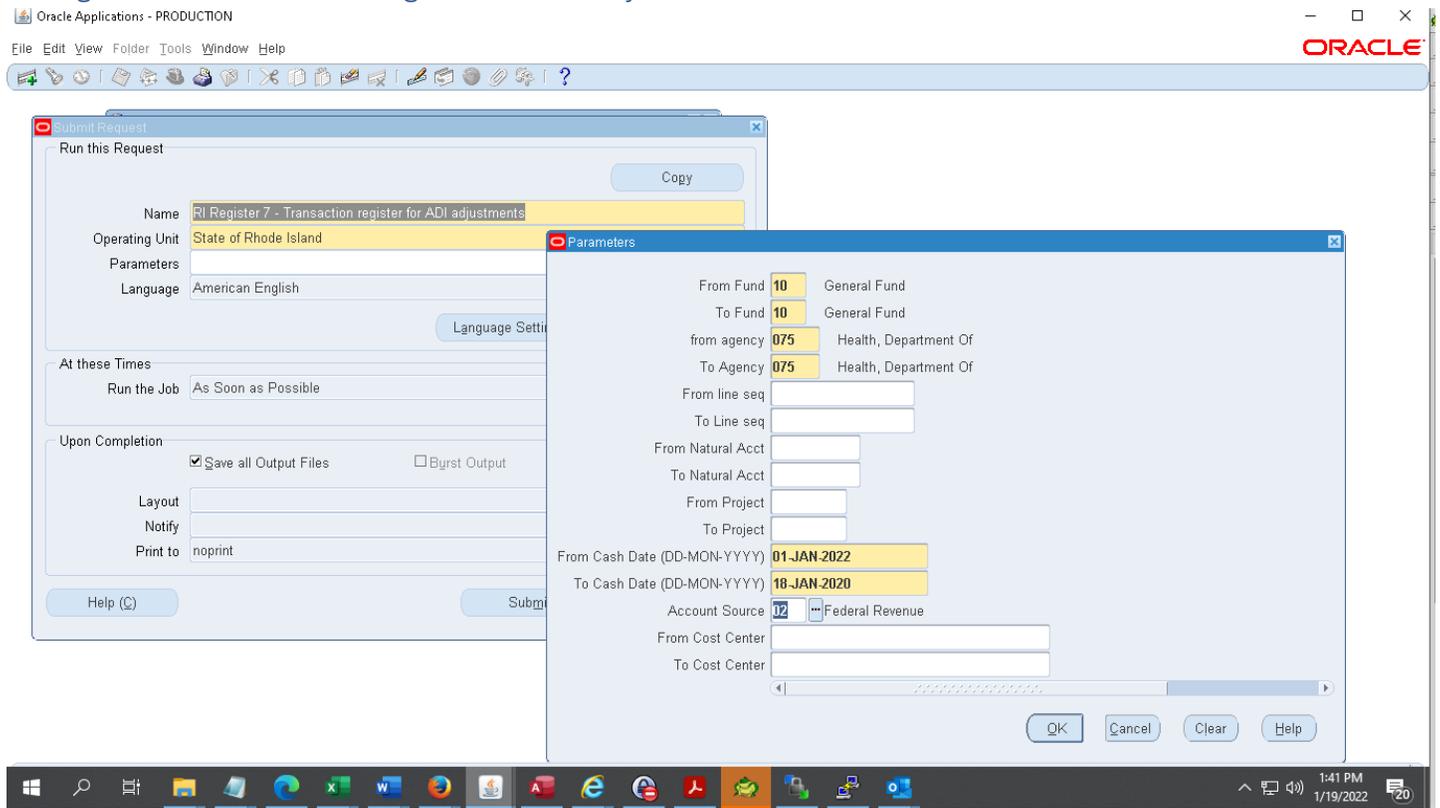
Sample with Cost Center data:



Sample with no Cost Center data:

File Home Insert Page Layout Formulas Data Review View Add-ins Help BI Publisher													
M23 : X ✓ fx '000\,0000000000.014-3330103-x/MD9jXsz06Cubbz12idQA==													
A	B	C	D	E	F	G	H	I	J	K	L	M	
2	View Context		View Header				View Line						
3	Balance Type		Actual										
4	Database		ENT-DB-RFNP1.ENTEF										
5	Data Access Set		State of RI Set of Boo										
6	Chart Of Accounts		RI Accounting Flexfiel										
7													
8	Ledger - Text		State of RI Set of Bo										
9	Source - Text		ADI										
10	Current - Text		USD										
11	Category - Text		ADI										
12	Account - Date		11-May-22										
13	Period - Text		MAY-2022										
14	Batch #		Text										
15	Journal		Text										
16	Journal		Text										
17	Journal		Text										
18	Referer		Text										
19													
20	Up	FY	FUND	AGENCY	LINE	SEQ	SRCE	NATURAL	PROJECT	Debit	Credit	Line Description	Line DFF
21		*	List - Text							* Number	* Number	Text	List - Text
22													.014-3330105-J2ZixscjL02h4AADUhgq/q==

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

AutoSave [Off] | R\Register_7_Transaction_re_250122 (1).xls | Search | Odonnell, Donald (DOA) | BI Publisher | Share | Comments

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Clipboard | Font | Alignment | Number | Styles | Cells | Editing | Sensitivity

A2 | From Fund

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	Account	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		643920	00000		4052025				5807778-0001 INVOICE:DEPOSI16:105.		DEPOSIT-MER1176	1/12/2022 2:38:20 PM INITIA		
19	22	10	075	4675921	02	643920		643920	00000					4052025	5807778-0001 INVOICE:DEPOSI16:105.		DEPOSIT-MER1176	1/12/2022 2:38:20 PM INITIA		
20	22	10	075			643710		643710	00000		900			5796211-0001 INVOICE:22_688_00A.0000000000.075-2170162-622_688_121621_10.				1/24/2022 5:06:50 PM DOH.		
21	22	10	075	2170162	02	643710		643710	00000					900	5796211-0001 INVOICE:22_688_00A.0000000000.075-2170162-622_688_121621_10.			1/24/2022 5:06:50 PM DOH.		
22	22	10	075			646200		646200	00000		44.68			5808189-0001 INVOICE:22_10000A.0000000000.075-2220120-122_10000_011322_				1/19/2022 5:06:12 PM 5355		
23	22	10	075	2220120	02	646200		646200	00000					44.68	5808189-0001 INVOICE:22_10000A.0000000000.075-2220120-122_10000_011322_			1/19/2022 5:06:12 PM 5355		
24	22	10	075			646200		646200	00000		28.37			5808187-0002 INVOICE:22_10000A.0000000000.				22_10000_011322_	1/19/2022 5:06:12 PM 53158	
25	22	10	075	2205138	02	646200		646200	00000					28.37	5808187-0002 INVOICE:22_10000A.0000000000.				22_10000_011322_	1/19/2022 5:06:12 PM 53158
26	22	10	075			646200		646200	00000		62.28			5808185-0004 INVOICE:22_10000A.0000000000.					22_10000_011322_	1/19/2022 5:06:12 PM 53740
27	22	10	075	2205138	02	646200		646200	00000					62.28	5808185-0004 INVOICE:22_10000A.0000000000.				22_10000_011322_	1/19/2022 5:06:12 PM 53740

RI Register 7 - State Transacti | RI RIFANS RIGID DESCRIPTION EXC

Ready | 100%

Tab 2 of Register 7

AutoSave On | RI_Register_7_Transaction_re_190122.xls | Search | Odonnell, Donald (DOA)

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Sheet View | Workbook Views | Show | Zoom | Window | Macros

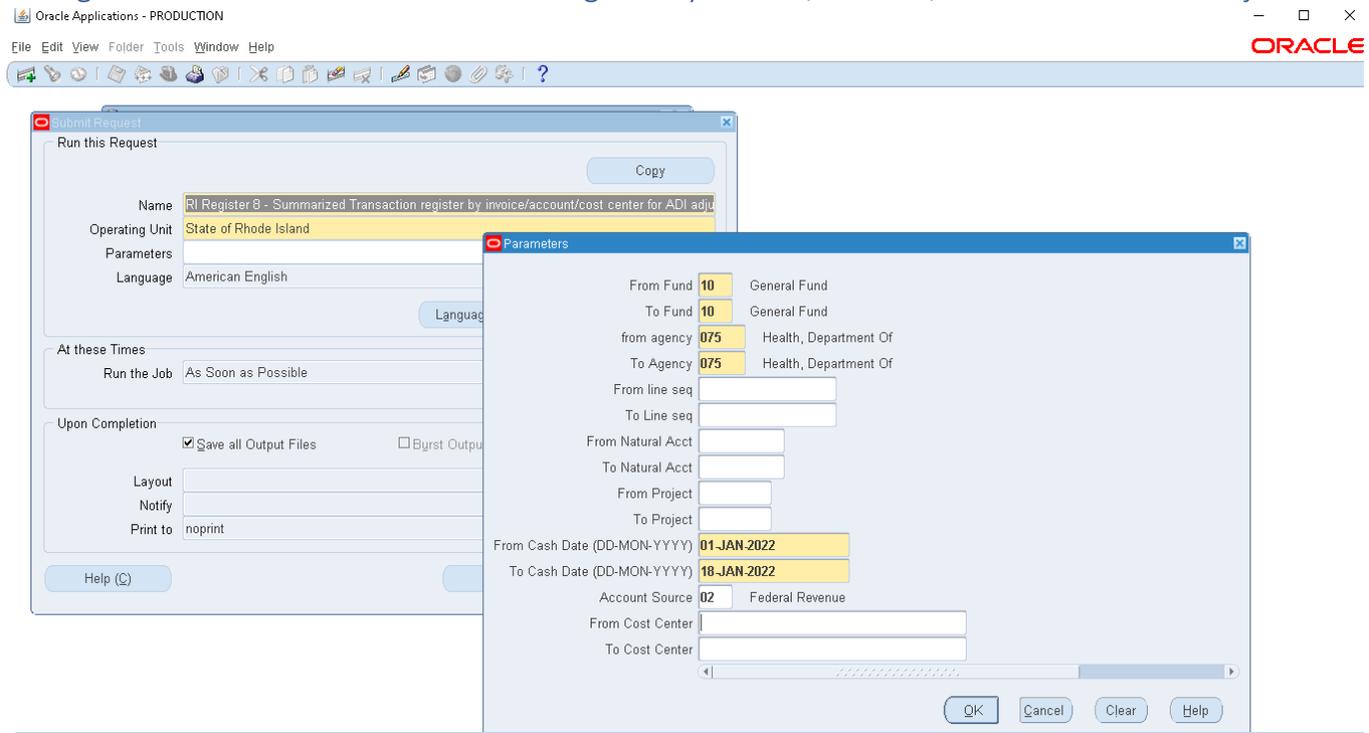
A2 | From Fund

	A	B	C	D	E	F	G	H	I	J	K	L
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--NHytUD7e0GKcGIGhue/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--TmlxwYnk/UWfNhxVM7ukdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										
21	014--rMxj0+0iUGdzqbiRb2how==	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--4KXGbtZSk0iZyYFhTYKkQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										
24	014--ZiyWmYXAdUuTdg+ZYqVsfq==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										
25	014--x/Md9Xsz06CUbbzI2rdQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										
26	014--ewJyLHMLCKVtIZg150J40Q==	CA 23 ARNG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										
27	014--7MEzPH/awE75manklvksD==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS										

RI Register 7 - State Transacti | **RI RIFANS RIGID DESCRIPTION EXC**

Ready | 100%

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 2 of Register 8

AutoSave [On] [Save] [Undo] [Redo] [Print] [Close] RI_Register_8__Summarized_Tra_190122.xls Search Odonnell, Donald (DOA) [OD] [Home] [Window] [Macros]

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Sheet View Workbook Views Show Zoom Window

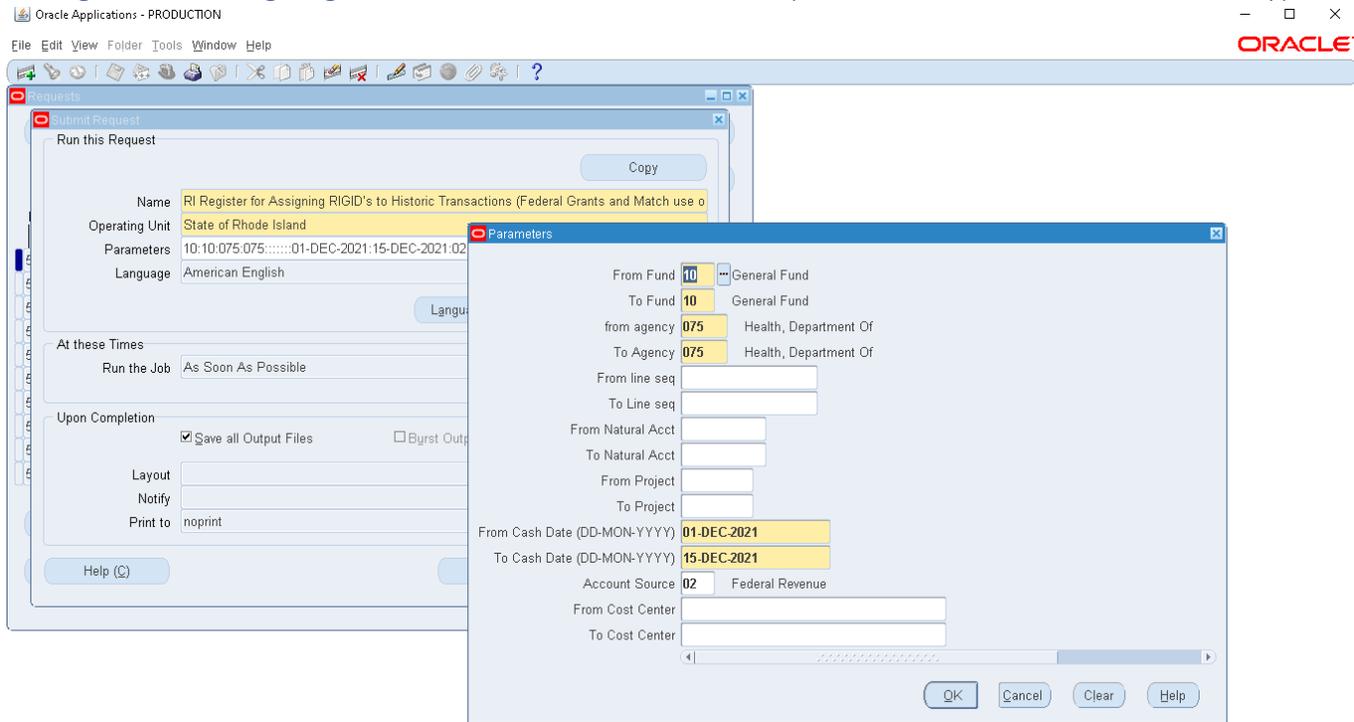
A2 [X] [Y] [Z] [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

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--TmIwYnkUJWfNhxVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS																		
21	014--rMxjQ+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--4KXGbtZSK0iZyYfHtYKkQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS																		
24	014--ZjyWmYXAdUuTdg+ZYqVsfq==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS																		
25	014--x/M9jXsz06CUbbzI2idQA==	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--Vcj9MID02qcVm8CyF+Dg==	CA 22 ANG Environmental-CA 22 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS																		
29	014--J2ZixscjL02h4AADUhqng==	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-ggI33VBLG02nxvBivkaOmg==	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 (CAP-SSSE) FY2020																		
33	016-3381155-YelpwO8lnOKsHxmXwqmgmg==	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-OQLsaEaxi0QApNAv9mJ20Q==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2021-RI Community Assistance Program State Services Element (CAP-SSSE) FY2021																		
36	016-3381159-dsPjzM9mkWxrNUZYnhFw==	RI Emergency Management Preparedness Grant FY2020-RI Emergency Management Preparedness Grant FY2020																		
37	016-3381160-nNbHEF6iE6H1Ukyp6R7nw==	Port Security Grant Program-Port Security Grant Program																		
38	016-3381163-+5gJfH8940+qhWN164uSw==	RI State Nonprofit Security Grant Program 2020-RI State Nonprofit Security Grant Program 2020																		
39	016-3381164-a7jx3bc9BU+18YPpQJduX0Q==	RI Hazardous Materials Emergency Preparedness Grant Program FY22-RI Hazardous Materials Emergency Preparedness Grant Program FY22																		
40	016--nJVfj32QsSmCeo/oiqg==	RI Emergency Management Preparedness Grant FY2021-RI Emergency Management Preparedness Grant FY2021																		
41	016--0iNqL9pzKs+hwclxrVHCRA==	RI State Nonprofit Security Grant Program-RI State Nonprofit Security Grant Program																		
42	022-2590103-ubAu1NwRsFiknVGIeHSQ9Q==	ACL Independent Living State Grants-ACL Independent Living State Grants																		

RI Register 8 - Summarized Trans [RI RIFANS RIGID DESCRIPTION EXC] [Close] [Print] [Zoom 100%]

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

AutoSave On | RI_Register_for_Assigning_RIGID_190122 (1).xlsx | Search | Odonnell, Donald (DOA) | Share | Comments

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Clipboard Font Alignment Number Styles Cells Editing Sensitivity

From Fund

1	Date R	01/19/2022	02:24:11														
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	2021/12/01	00:00:00														
13	To Cas	2021/12/15	00:00:00														
14	Account	02															
15	From C																
16	To Cos																
17	FY	Fund	Agency	Line Seq	account source	natural account	proj	debit amount	credit amount	L ADI DESCRIPTION	Cost Center	RIFANS RIGID	Document ID	Posted Date			
18	22	10	075	4675610	02	624130	00000	0.85					J22075SEP228	Adjju	12/16/2021	1:38:39 PM	R
19	22	10	075	2145149	02	643710	00000	1.1				075-2145149-B/GDWW	J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
20	22	10	075	2170186	02	643110	00000	1.1					J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
21	22	10	075	2170186	02	643300	00000	1.79					J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
22	22	10	075	2205137	02	643710	00000	2.19					J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
23	22	10	075	4975530	02	624130	00000	2.75					J22075SEP228	Adjju	12/16/2021	1:38:39 PM	R
24	22	10	075	4675510	02	624130	00000	3.49					J22075SEP228	Adjju	12/16/2021	1:38:39 PM	R
25	22	10	075	2170152	02	643710	00000	3.62					J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
26	22	10	075	2205161	02	643200	00000	3.92				075-2170152-MRz0Cf	J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
27	22	10	075	2205153	02	646400	00000	4.07					J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
28	22	10	075	2170201	02	643710	00000	5.08				075-2205161-R2awBV	J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
29	22	10	075	2187120	02	643150	00000	5.26				075-2170201-ROK7cK	J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti
30	22	10	075	2170199	02	643710	00000	5.48				075-2170199-94VY05	J22068LMSD1	Adjju	12/13/2021	12:38:11 PM	Ti

Register for Assigning RIGID's | PO-Req Assign RIGID | RI RIFANS RIGID DESCRIPTION EXC | 100%

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

AutoSave On | RI_Register_for_Assigning_RIGID_190122 (2).xls | Search | Odonnell, Donald (DOA) | BI Publisher | Share | Comments

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A2 | From Fund

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 (C	2021/12/15	00:00:00												
14	Account Source	02													
15	From Cost Cent														
16	To Cost Center														
17	PO or Req	EY	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 LAB	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-XmXDRM0Ex0inJw5hsTn3BQ==		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	643900	00000			3746715		Autocre	

Register for Assigning RIGID's | PO-Req Assign RIGID | RI RIFANS RIGID DESCRIPTION EXC | 100%

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

AutoSave On | RI_Register_for_Assigning_RIGID_190122 (2).xls | Search | Odonnell, Donald (DOA) | Share | Comments

File Home Insert Page Layout Formulas Data Review View Help BI Publisher

Clipboard Font Alignment Number Styles Cells Editing Sensitivity

A2 From Fund

	A	B	C	D	E	F	G	H	I	J	K	L	M
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--NHytUDj7e0GkcGIGhuermQ==	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--TmIwxYnK/UWfNhxVM7ujKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											
21	014--rMxjQ+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--4kXGbtZSK0izyYfHhTYKkQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											
24	014--ZiyWmYxAdUuTdg+ZYqVsfq==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											
25	014--x/MD9jXszD6CUbbzI2idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											
26	014--ewJyLHMLCKvTIZg150J40Q==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											
27	014--ZMEzPH/awE25mnaoklksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M) PROJECTS											

Register for Assigning RIGID's | PO-Req Assign RIGID | **RI RIFANS RIGID DESCRIPTION EXC** | 100%

Sundry Invoices

A new version of the Sundry database has been created to send the RIGID.

Steps to Update RIGID Values in RIFANS Payables Batch Database

1. If you have a RIFANS login with the RI Payables Reports responsibility login to RIFANS using your login.

If you do not have a login with that responsibility, login to RIFANS using the login information below.

Login: inquiry

Password: inquiry

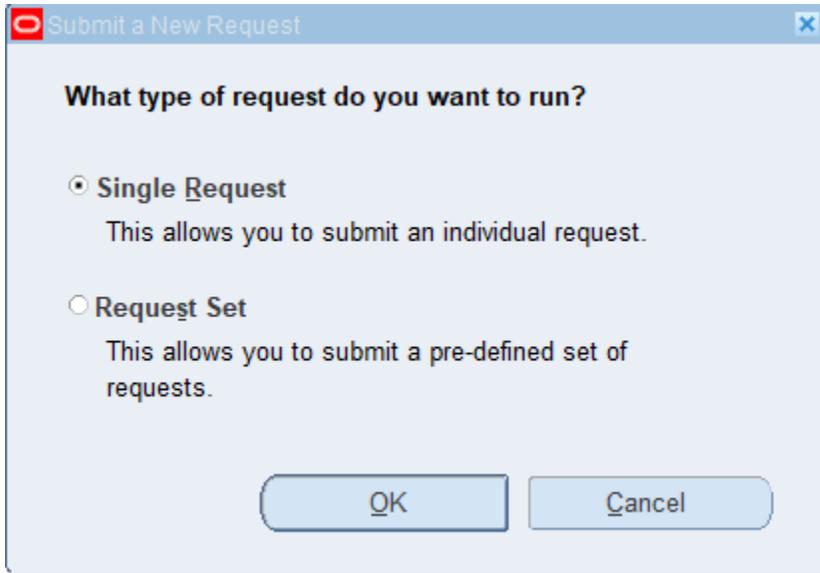
2. On the Navigation menu, select RI Payables Reports>Reports>Run.

The screenshot shows the Oracle Applications Home Page for the State of Rhode Island-RIFANS. At the top, there is a blue header with the state logo and the text "State of Rhode Island-RIFANS". Below the header is an "Enterprise Search" bar with a dropdown menu set to "All" and a "Go" button. To the right of the search bar is a "Search Results Display Preference" dropdown menu. Below the search bar is the text "Oracle Applications Home Page".

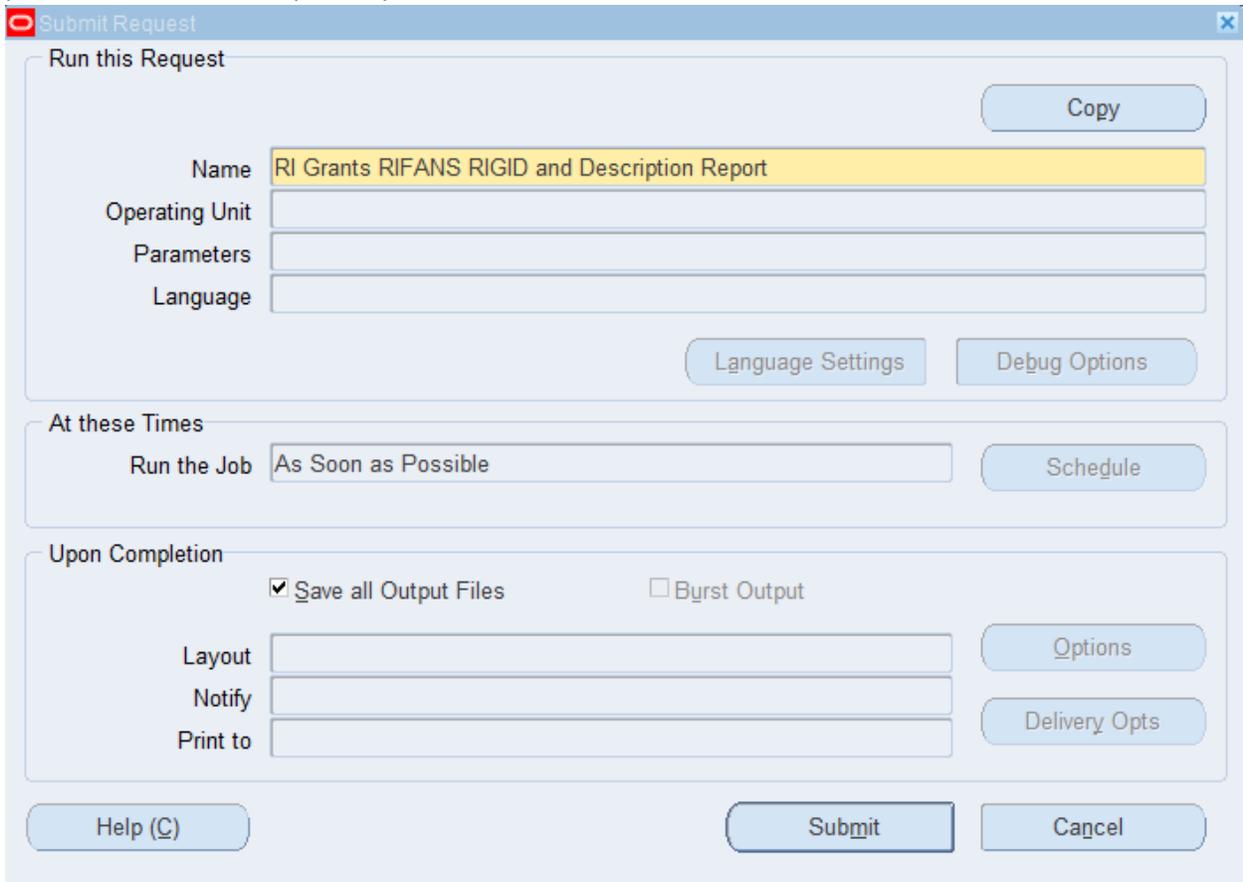
The "Main Menu" section is on the left, featuring a "Personalize" button and a list of menu items: "RI Financial Inquiry", "RI General Ledger Reports", "RI Payables Reports" (highlighted in yellow), "Reports" (highlighted in yellow), "Run" (highlighted in yellow), and "RI Purchasing Reports".

The "Worklist" section is on the right, featuring a "Full List" button and a table with columns "From", "Type", "Subject", "Sent", and "Due". The table is empty, and the text "There are no notifications in this view." is displayed below the table. Two tips are listed below the table: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

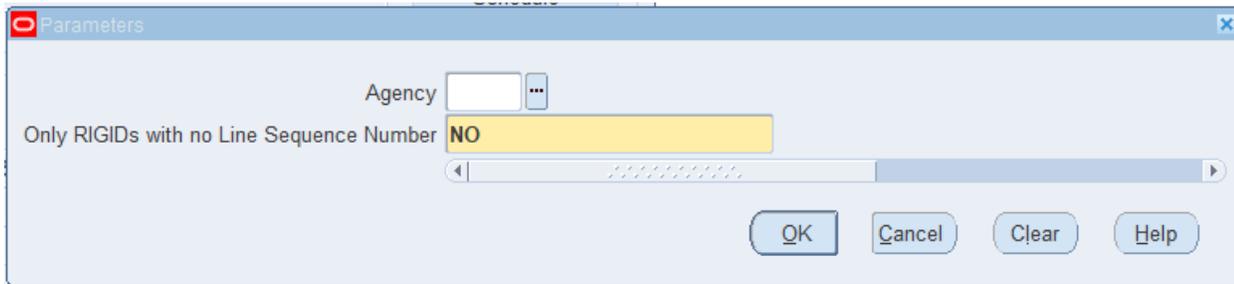
3. The pop up box below will appear. Click on the 'Ok' button to select 'Single Request'.



4. The pop up box below will appear. Enter 'RI Grants RIFANS RIGID and Description Report' in the Name box and press the tab button on your keyboard.



- The pop up box below will appear. If you would only like to select the RIGID values for your agency, enter your agency number in the top box. Leave that box empty to select RIGID values for all agencies. Leave the value for the second box as 'NO'. Click on the 'Ok' button to save your selections. Click on the 'Submit' button to submit the report.



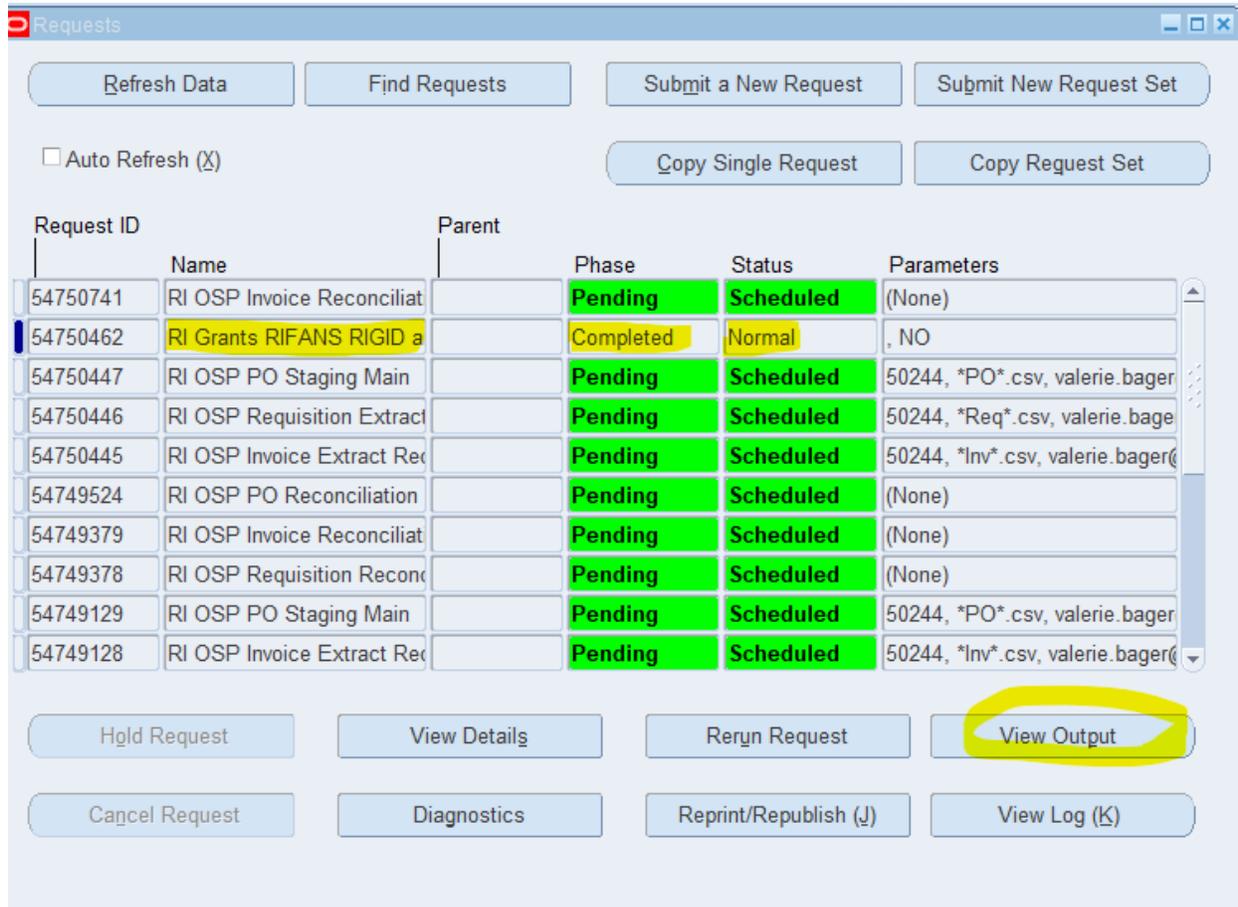
Parameters

Agency

Only RIGIDs with no Line Sequence Number **NO**

OK Cancel Clear Help

- Once the report has completed, you'll need to save the output file to your computer to allow you to import it into the RIFANS Payables Batch Database. Place your mouse on the line containing the report 'RI Grants RIFANS RIGID and Description Report' and click on that line to select it, then click on the View Output button on the bottom right of the form.



Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

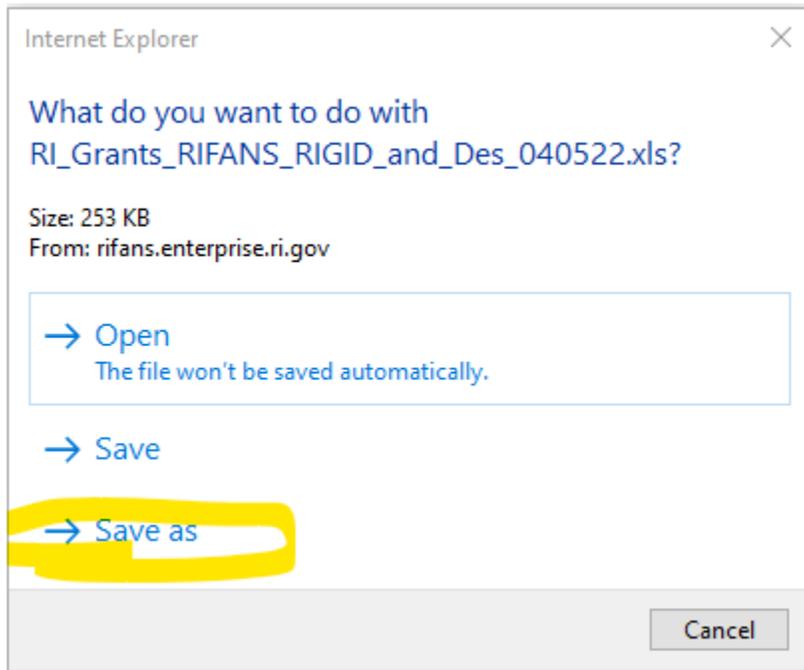
Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
54750741	RI OSP Invoice Reconciliat		Pending	Scheduled	(None)
54750462	RI Grants RIFANS RIGID a		Completed	Normal	, NO
54750447	RI OSP PO Staging Main		Pending	Scheduled	50244, *PO*.csv, valerie.bager
54750446	RI OSP Requisition Extract		Pending	Scheduled	50244, *Req*.csv, valerie.bage
54750445	RI OSP Invoice Extract Rec		Pending	Scheduled	50244, *Inv*.csv, valerie.bager
54749524	RI OSP PO Reconciliation		Pending	Scheduled	(None)
54749379	RI OSP Invoice Reconciliat		Pending	Scheduled	(None)
54749378	RI OSP Requisition Reconc		Pending	Scheduled	(None)
54749129	RI OSP PO Staging Main		Pending	Scheduled	50244, *PO*.csv, valerie.bager
54749128	RI OSP Invoice Extract Rec		Pending	Scheduled	50244, *Inv*.csv, valerie.bager

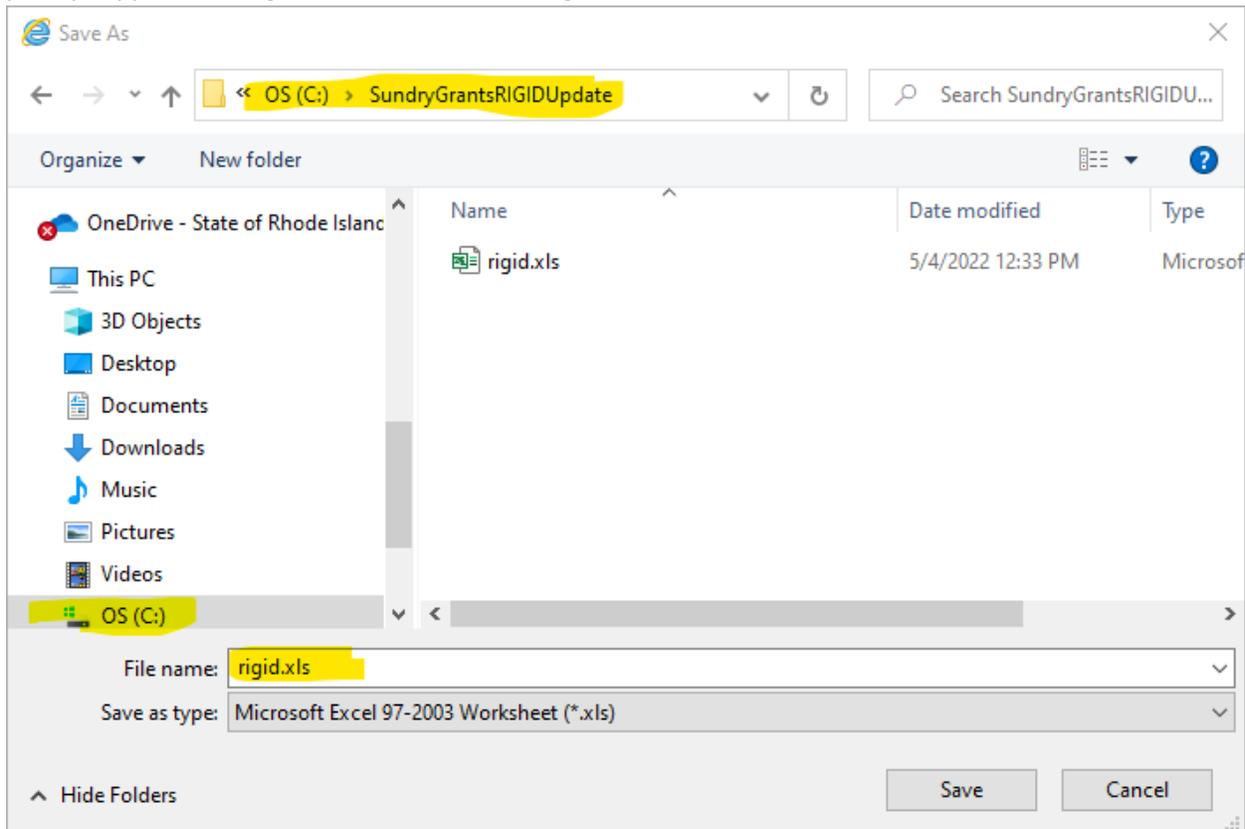
Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

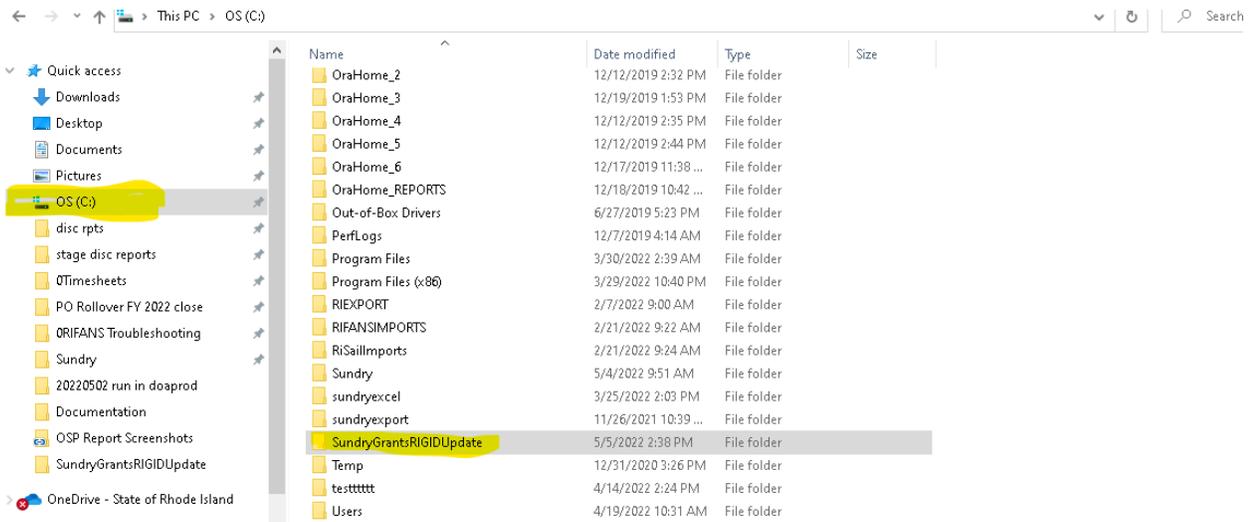
7. The pop up box below will appear. Click on the Save As option.



8. The pop up box below will appear. Save the folder to the C:\SundryGrantsRIGIDUpdate folder on your computer and change the file name to rigid.xls as shown below. Click on the Save button to save the file. If a prompt appears asking to overwrite the existing file select Yes.

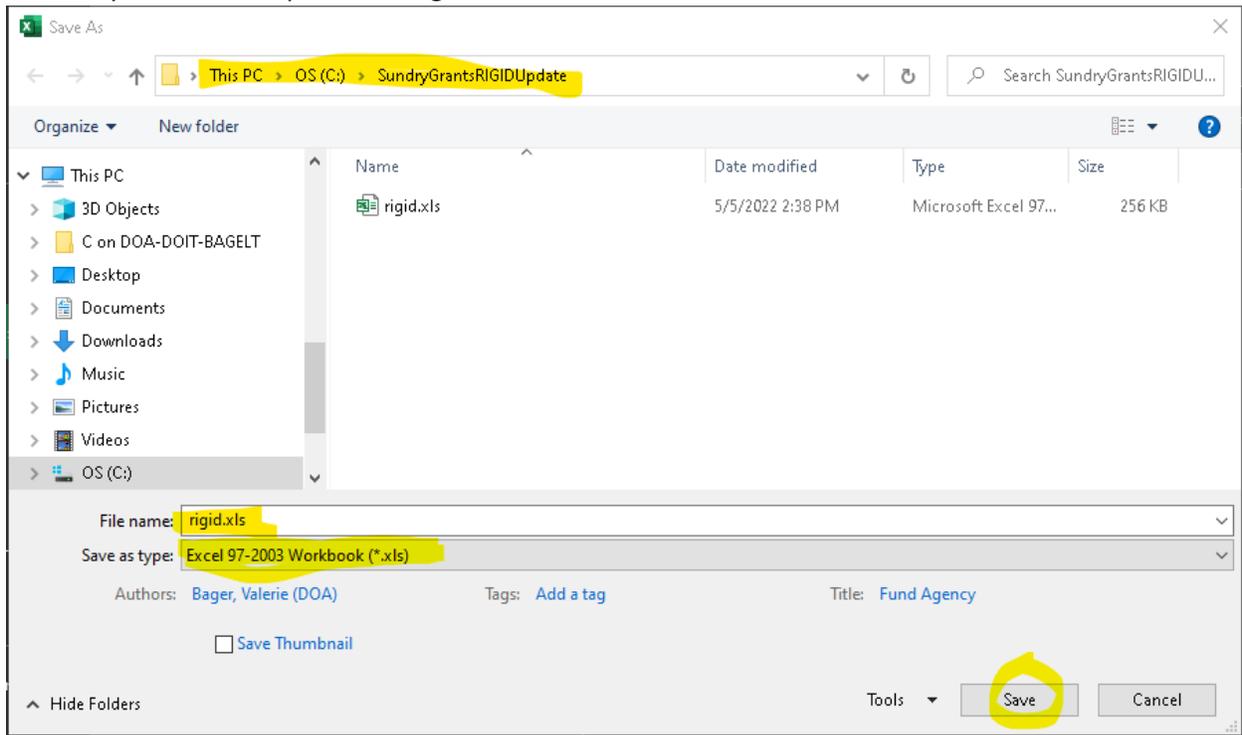


9. Open File Explorer on their computer  and navigate to the C:\SundryGrantsRIGIDUpdate folder. Double click on the folder to open it.

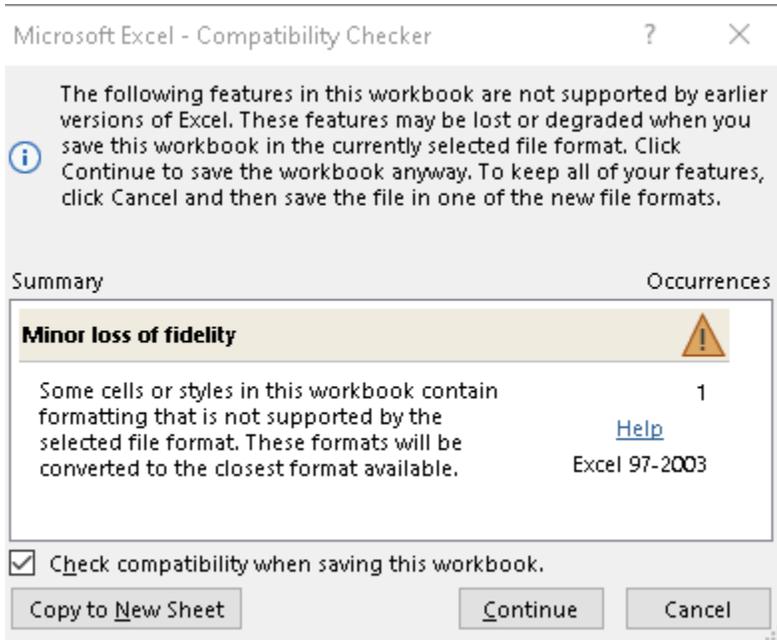


Double click on the RIGID.xls file to open it.

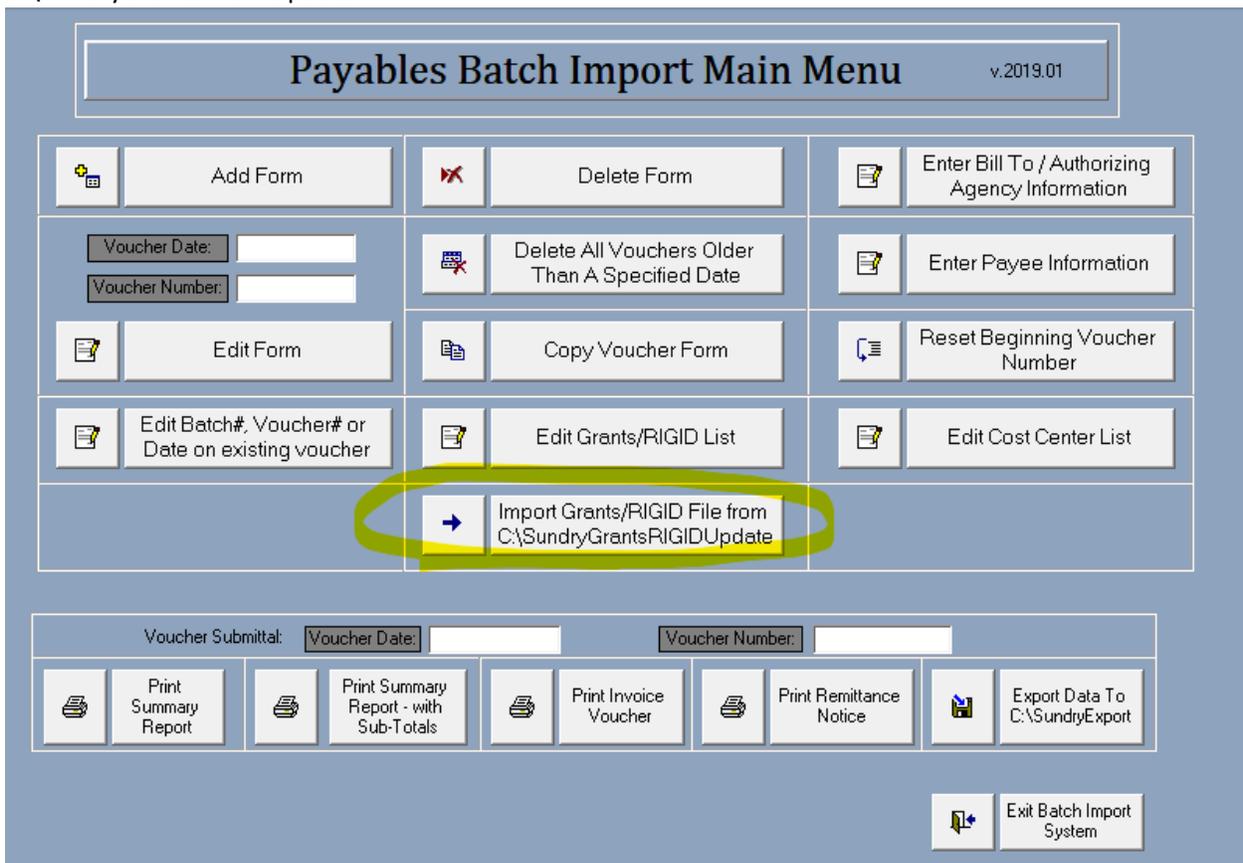
9. From the menu bar in Excel, select File>Save As. The popup box below will appear.
10. Change the 'Save as type' to Excel 97-2003 Workbook (*.xls) and leave the folder and file name as the default of C:\sundryGrantsRIGIDUpdate and rigid.xls as shown below.



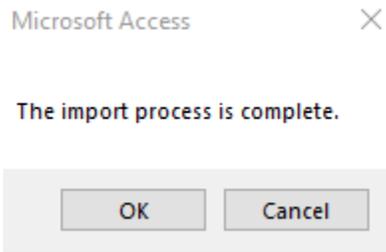
11. Answer yes if prompted to overwrite an existing file, and if the pop up box below appears, click on the 'Continue' button to save the file.



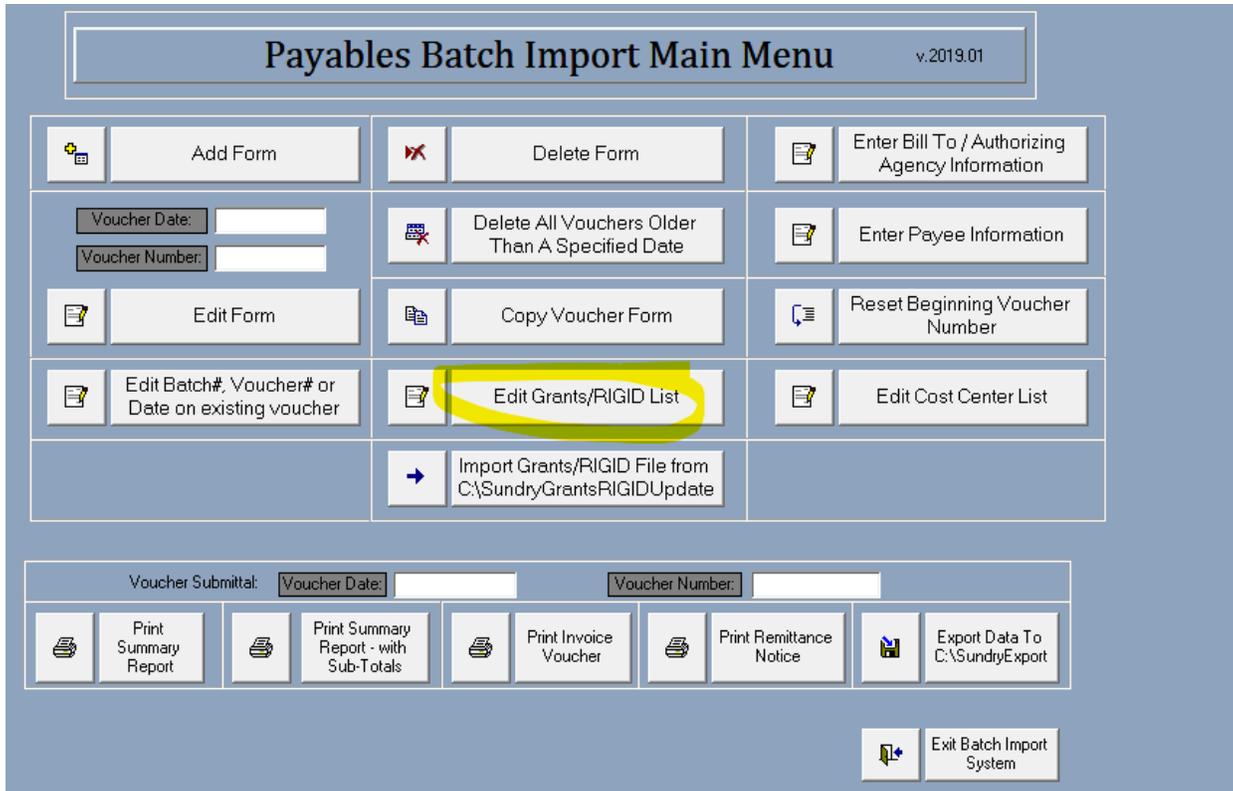
12. Open the C:\sundry\rifans_batch_grands.accdb file on your computer. From the Main menu click on the button located at the bottom of the middle column labeled 'import Grants/RIGID File from C:\SundryGrantsRIGIDUpdate'.



13. The box below will appear. Click the Ok button to close it.



14. To view or edit the updated list, click on the button shown below on the Main menu.

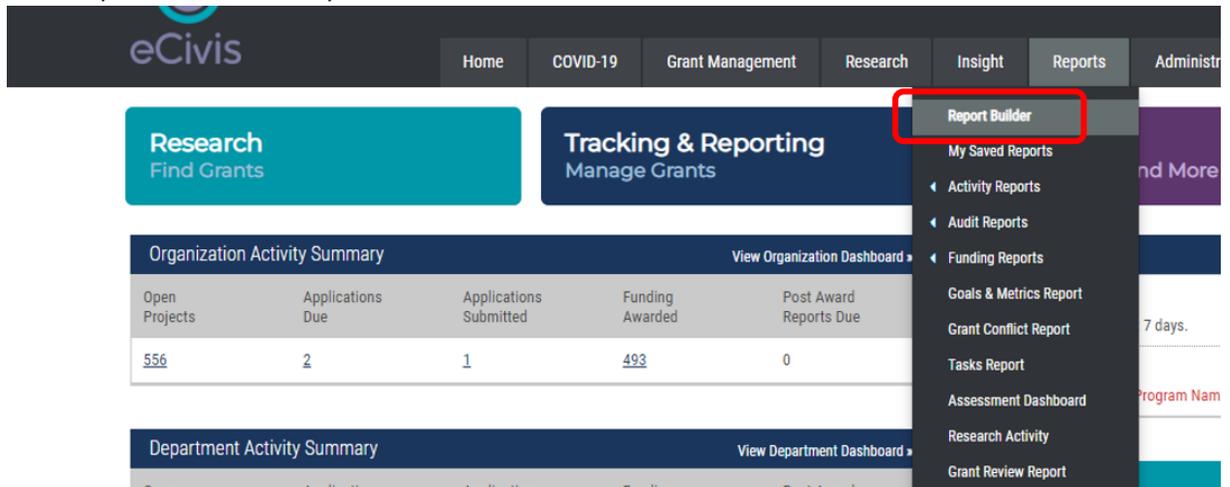


15. A list similar to below will appear displaying the RIGID values available in your database.

RIFANS RIGID	RIFANS RIGID Description	DateAdded	Click to Add
014-3330103-x/MD9jXsz06CUbbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330104-x/MD9jXsz06CUbbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:25 PM	
014-3330105-JZixscjL02h4AADUhqN/g==	CA 21 ANG Operations and Maintenance-CA 21 NATIONAL GUARD MILITARY OPERATIONS AND M	5/4/2022 1:28:26 PM	
014-3330106-x/MD9jXsz06CUbbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330107-x/MD9jXsz06CUbbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330108-ewJyLHMLCkWTIzg150J40Q==	CA 23 ANG Security-CA 23 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M	5/4/2022 1:28:25 PM	
014-3330110-NHytUDJ7e0GKcGlGhue/mQ==	CA 24 Fire Services-CA 24 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (O&M)	5/4/2022 1:28:26 PM	
014-3330111-ZiyWmYXAdUuTdg+ZYqVsfG==	CA 2 ARNG Environmental-CA 2 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (5/4/2022 1:28:26 PM	
014-3330113-dndg8z4+dk+H9oEnhqbjbQ==	CA 40 Distance Learning-CA 40 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE (C	5/4/2022 1:28:26 PM	
014-3330114-x/MD9jXsz06CUbbz12idQA==	CA 1 ARNG Facilities and Maintenance-CA 1 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330118-4KXGbtZsk0iZyYFFhTYKKQ==	CA 10 ARNG Anti Terrorism-CA 10 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANC	5/4/2022 1:28:26 PM	
014-3330119-ZMFzPH/awE25mnagklyksQ==	CA 3 ARNG Security Services-CA 3 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANC	5/4/2022 1:28:26 PM	
014-3330121-VcJv9MIDl02qcVm8Cyf+Dg==	CA 22 ANG Environmental-CA 22 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENANCE	5/4/2022 1:28:25 PM	
014-3330124-JZixscjL02h4AADUhqN/g==	CA 21 ANG Operations and Maintenance-CA 21 NATIONAL GUARD MILITARY OPERATIONS AND M	5/4/2022 1:28:25 PM	
014-3330125-TMIxwYnK/UWfNhXVM7uKdA==	CA 11 ARNG Emergency Management Services-CA 11 NATIONAL GUARD MILITARY OPERATIONS	5/4/2022 1:28:26 PM	
014-3330127-NqV/BkCDp0eh3QTD1T8qVg==	CA 14 ARNG Administrative Services-CA 14 NATIONAL GUARD MILITARY OPERATIONS AND MAI	5/4/2022 1:28:26 PM	
014-3330128-rMxjFQ+0tUGdZqbiRb2how==	CA 4 ARNG Electronic Security-CA 4 NATIONAL GUARD MILITARY OPERATIONS AND MAINTENAN	5/4/2022 1:28:26 PM	
016-3381153-qgi33VBLG02nxvBivkaOmg==	RI NSGP 2019 State Nonprofit Security Grant Program-RI State Nonprofit Security Grant Program	5/4/2022 1:28:25 PM	
016-3381154-uhud#Kd+#FO#F9hiRv4WR#==	RI Community Assistance Program State Services Element (CAP-SSSE) FY2020-RI Community Ass	5/4/2022 1:28:26 PM	

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

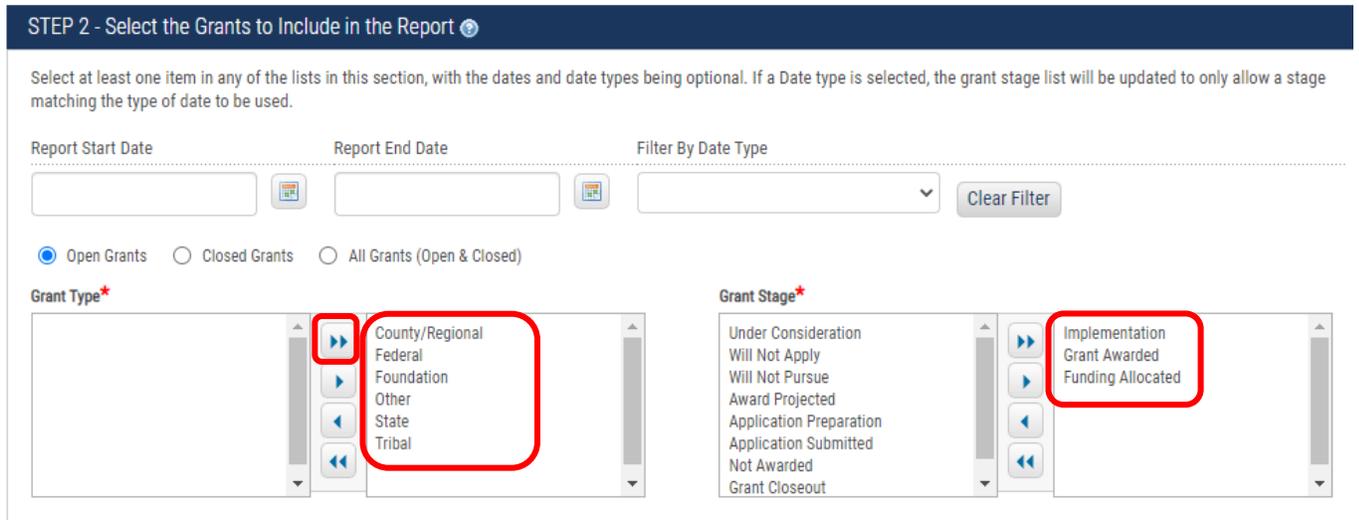
1. Log into eCivis
2. Under the *Reports* tab, select *Report Builder*



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*



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

STEP 3 - Select the Data to Include in the Report

Select at least one data point from any of the lists in this section.

Data Points*

1. Choose from Grant Identification Data	Grant Title GN Grant Code	Project Assigned Internal Grant Name Internal Grant ID
2. Choose from Application Data	Funding Agency Funding Office	
3. Choose from Award Data	CFDA Grant Contact	
4. Choose from Task and Report Data	Funding Opportunity Number Federal Award ID Number	
5. Choose from Budget Data	State ID Grant Type	

- Select “Save Report Settings”

Generate Report > **Save Report Settings >** Reset Form >

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

Save Report Settings

Name*: RIGID/Line Sequence Report

Description*: This report will show all awarded grants with their associated line sequence(s) and RIGID

411 Characters Left

Save > Cancel >

- 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.

My Saved Reports

Create New Report

Number	Report Name	Last Updated	Actions
1	Line Sequence Pulls all RIGIDS and Line Sequences by FAIN for each agency for all open and active grants in eCivis	12/08/2021	  
2	RIGID/Line Sequence Report This report will show all awarded grants with their associated line sequence(s) and RIGID	01/25/2022	  

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.



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	hSszh5GhEUiYGAcUI6xCgA==
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		Dakpd2IENEayeovTHRePRQ==
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	sNlbNpLIM0GgILGX9PDPYw==