

GMS Monthly Agency Meeting



Grants Management Office
Monthly Agency Meeting: December 1, 2025

ERP Grants Reminder: 02 Account/Grant Validation

Week of December 1st: transactions on Source of Funds 02 Federal accounts must have a Grant worktag. To ensure that payments process:

1. Complete setup of federal awards and IAA-FF's in Euna, or for programs excluded from Euna per [Business Process Policy for Federal Grant Management](#), complete manual setup of Awards in Workday.
2. Awards must route through the billing schedule step in new award workflow before the Grant worktag can be used.
3. Any PO's/supplier invoices with 02 accounts and no Grant worktags must be updated.
ERP Report: "SRI - Find Purchase Order Line and Line Splits for Organization"
4. Any SFY26 transactions on 02 accounts missing Grant worktags must be journaled.
Resources in [Grants Management - Grants Training Materials - State Agency Trainings - All Documents](#)

See subfolder: Grants ERP > ERP Grants > 7. ERP Federal Draws (9.25.2025)

Navigating the 02 Fund Source Validation

There is a 1-2 day grace period to complete the following:

1. Award Setup – through billing schedule step
2. Changes to PO's to add Grant worktags
3. Journals to add Grant worktags to SFY26 transactions on federal 02 accounts
 1. Focus on expense transactions
 2. Per A&C, NO grant worktag on previously entered accruals

Refer to [Grants Management - Grants Training Materials - State Agency Trainings - All Documents](#) See subfolders:

- Grants ERP > ERP Grants > 9. Grant Worktag & 02 Validation Resources (11.5.2025)
- Grants ERP > ERP Grants > 7. ERP Federal Draws (9.25.2025)

Source 02 / Grant Validation Support Training – December 16th at 11 AM

How to find Grants with Performance Periods that have Passed I

Steps to check grant dates in Workday/Euna for **performance periods** that have passed.

In Workday the Award Contract Dates = the Award Contract Start/End Dates in Euna for the parent award.

10440: 3760178.02 RI CPRG 08/15/2023 (version 3) ...

Funder U.S. Environmental Protection Agency

Funder Direct Cost / Funder Facilities And Administration 3,000,000.00 / 0.00

Award Contract Dates 08/15/2023 - 08/14/2027

Assistance Listing 66.046 - Climate Pollution Reduction Grants

If there's subprojects/IAA-FF, the award line from and to dates are the start/end dates from Euna for the child subproject

How to find Grants with Performance Periods that have Passed II

Overview

Award Lines

Plan

Award Tasks

Billing & Receivables

Additional Reports

Award Lines Overview

Award Line Summary

Award Lines

3 items

Contract Line	Line Number	Status	Award Line Lifecycle Status	Company	From Date	To Date	
Q	1	Active	Open	074 Department of Environmental Management	08/15/2023	08/14/2027	
Q	2	Active	Closed	085 Office of Postsecondary Commissioner	05/01/2025	12/21/2050	
Q	3	Active	Open	031 Office of Energy Resources	04/26/2024	02/28/2026	

SRI - Find Awards - All Companies - Line Validation

Field: Award Line To Date

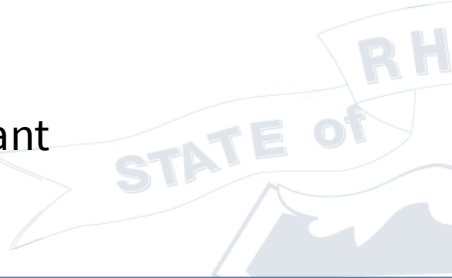
Field: Award Schedule Contract End Date for Award Contract

The majority of the time, those dates will be the same (they are mapped from the same field in Euna), the only time they're different is if there's multiple award lines like an IAA-FF where a line might end prior to the award.

Troubleshooting Grant Errors in ERP

To check a specific error in the Workday UI:

1. Navigate to the Grant



Details	Related Worktags	Roles
Related Worktags		
Worktag Types 6 items		
Worktag Type	Default Worktag	Allowed Worktags
Appropriation	24451 Rhode Island Human Food Rapid Response Teams	24451 Rhode Island Human Food Rapid Response Teams
Fund	010A General Fund - Administrative	010A General Fund - Administrative
Source of Funds	02 Federal Revenue	02 Federal Revenue
Budgetary Control Category	PRG02 Program Federal Revenue	PRG02 Program Federal Revenue
Program	0602075 Food Protection - Environmental Health	0602075 Food Protection - Environmental Health

GR0001234 Rhode Island Human Food Rapid Response Teams	
Details	Related Worktags
Grant Name	GR0001234 Rhode Island Human Food Rapid Response Teams
Grant ID	GR0001234
Include Grant ID in Name	No
Inactive	No
Included In	075 DOH - Environmental Health
Exempt from Reprocess Award Costs	No

Troubleshooting Grant Errors in ERP (cont.)

2. Navigate to the Award. Click the Award Lines tab, and Award Lines sub-tab

GR0001234 Rhode 367,500.00
Island Human Food
Rapid Response
Teams 1
06/30/2026

Award Lines

Award Line [10720 Federal Grants \(Line 1\)](#) Line Number 1 Billed Amount 295,312.17 Line Status Active

Line Item Details

Company [075 Department of Health](#)

Line Type Cost Reimbursable

Primary Yes

Related Actions

Grant [GR0001234 Rhode Island Human Food Rapid Response Teams](#) 

Line Amount 367,500.00

Revenue Category [Federal Grants](#)

Award Line Lifecycle Status **Open**

Spend Restriction (empty)

Line Item Description Rhode Island Human Food Rapid Response Teams

Deferred Revenue No

Line Assistance Listing [93.103 - Food and Drug Administration_Research](#)

Line Assistance Listing Description Food and Drug Administration_Research

Facilities And Administration

Current Rate 0.00%

Rate Agreement [075 NICRA \(07/01/2022\)](#)

Additional Information

From Date 09/01/2023

To Date **06/30/2026**

This is the performance period. Generally, transactions will continue to process for 120 days after the To Date.



New Supplier Invoice Error Message to ID Grant

We developed a new error message on Supplier Invoices to help agencies ID which grant(s) are causing errors. This is live in PROD.

The screenshot shows a web application interface for viewing a supplier invoice. The main page is titled "View Supplier Invoice" and displays invoice details for invoice number SI-1000068827. A modal window titled "Error" is open in the center, listing several alerts. The first alert, "1. Page Error", is highlighted with a red box and states: "- If Document Date is 120+ Days from Award Schedule End Date for Grant GR0001440 FDA Contract and Inspections". Below this, there are five "Page Alert" entries, each with a message: "- Grant: Document date entered is GREATER than Award END Date" or "- Grant: Document date entered is GREATER than Award GRACE Date (Award End Date +30); Grant Manager approval is required". The background page shows invoice information such as Company (075 Department of Health), Supplier (DELL MARKETING LP), Invoice Date (10/27/2025), and Total Invoice Amount (39,729.88). A notification bar at the top right indicates "1 Error and 5 Alerts".

BONUS: As of this week, the routing of subaward supplier invoices will no longer include an Initial routing to AP – this will help in the time it takes for approvals.

ERP Reports to Help You Get Ahead of Grant Errors

These are the three core ERP reports agencies should use if you run into errors with grant worktags.

SRI Grant Related Worktags	Validate default and allowed approps on Grants. ALN to Appropriation reporting For transactions to process, the Approp and related worktags (Fund, Source of Funds, Program, & BCC) must be “allowed” on the Grant.
SRI - Grant Award Line Status	Shows Award Line Status (Open, Deleted, etc.) and Grant Status (Active/In-Active). For transactions to process, Awards/Award Lines must be in <i>Open or Reconciliation for Closeout*</i> status and Grants must be <i>Active</i>.
SRI - Find Awards - All Companies - Line Validation	View general award data, including Award Line dates & amounts, Funder, rate agreements, if a budget has been created, etc. Transactions dated more than 120 days after the Award Line To Date (performance period end) will error.

A&C Memo: Federal Draw Accounting

- A. Agency incurs and pays a federally supported expense.** If the expense has:
- Grant worktag (on an Award Line with an approved Billing Schedule), and
 - Administrative Fund (For example: 010A)

Then Workday performs the following, one right after the other:

1. Records expense and removes cash to pay the bill
2. Adds the expense to Unbilled Expenses (holding account in your language) and records the revenue - the related revenue recognized when expense incurred (this is new)

- B. Agency runs the report, creates the Customer Invoice, and draws down the federal funds.** Workday performs the following:

1. Records Accounts Receivable and reduces the related Unbilled Expense account.

- C. Agency receives payment of requested draw and records Payment against the Customer Invoice(s).** Workday performs the following:

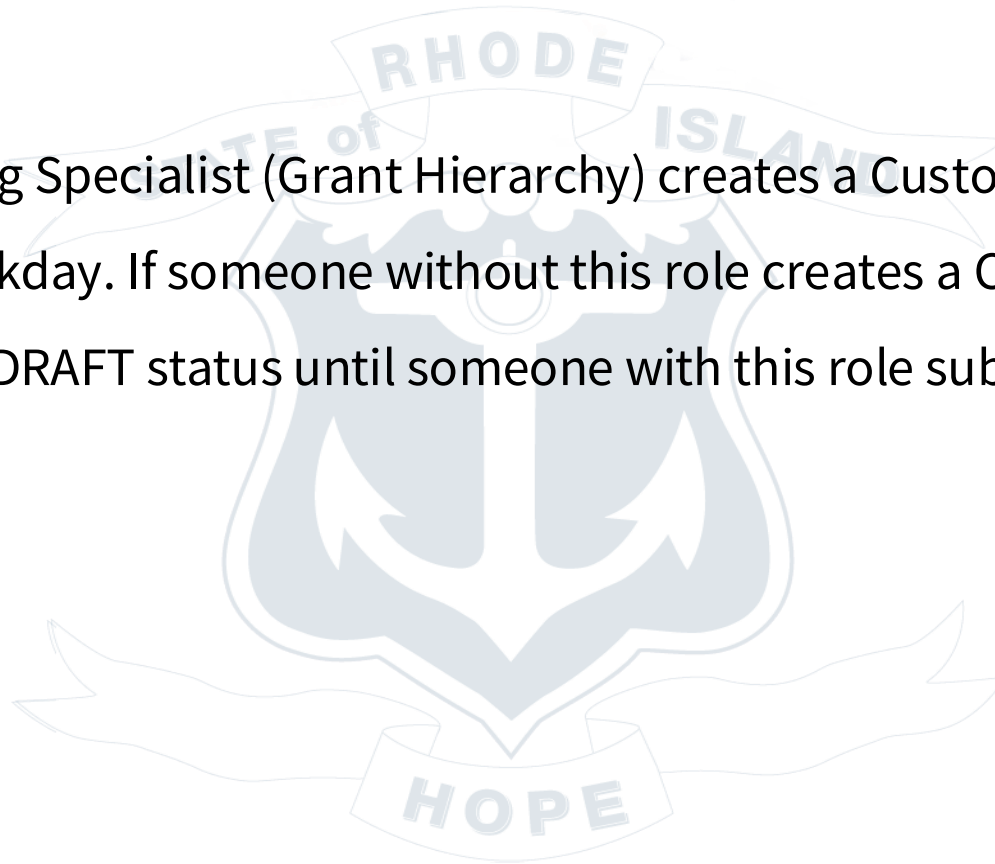
1. Records cash in bank, reduces the related accounts receivable (to zero).

End of day = Cash/Revenue are properly recorded – Accounts Receivable/Unbilled zero out (theoretically)

Customer Invoice DRAFT status

BONUS ERP Tip:

The Award Billing Specialist (Grant Hierarchy) creates a Customer Invoice for expenses in Workday. If someone without this role creates a Customer Invoice it will remain in DRAFT status until someone with this role submits it.



Update to New Federal Award in GMS

All new federal awards entered into the GMS must be entered using the "Organization Funding" functionality. The "Search for Grants" option will no longer be used to add grants to the GMS. The "Search for Grants" option will only be available for users who wish to use it to research federal awards.

This will streamline the process of entering new awards in the GMS and allow for consistent naming conventions of federal awards across all agencies.

New naming convention for federal awards

- Federal Award Name (as written on award letter): FFYXX/PYXX/GYXX - FAIN ii. Example:
- Example: Performance Partnership Grant FFY26 – H80T5012345
- NOTE: If not entered following this naming convention, it will be changed during the review process.

See the "Adding an Awarded Grant to the GMS" guide on the [Resources for State Agencies - Grantee](#) webpage for new process.

Euna > Workday

**Your award will not move to Workday until the required elements are populated
Ensure you are prepared with the following information before starting the
process.**

- Federal award letter(s)
- FAIN
- ALN
- 5-digit appropriation number(s)

**It is important to follow the instructions in the guide as there are fields that are
required to be entered exactly to enable the integration to Workday.**

**AWARDS without Federal Award letters may be entered in Euna. Some awards
may require approval by OMB/Budget to move to Workday.**

New Awards Tracker

If federal award information is not entered following the instructions in the user guide, or the GMO has followed up questions about the content, a weekly email will be sent out with a tracker for agencies to input the missing information and/or leave a comment about the missing or incomplete information.

These email reminders will go out once per week to Project Team leads. The federal awards will not move forward and map to Workday until the information listed in the tracker has been updated.

For questions, leave a comment in the "Notes" section of the tracker. Do not send emails.

This tracker can be accessed any time in the SharePoint under the [New Awards in Euna Check](#) folder.

OMB Releases Updates to 2 CFR 300

The Office of Management and Budget has released updates to Uniform Guidance at 2 CFR 300

These changes will **impact agencies who receive federal funds from the U.S. Department of Health and Human Services (HHS)**

HHS has fully adopted the government-wide Uniform Guidance, 2 CFR 200, replacing 45 CFR 75. This shift is effective as of October 1, 2025.

Information on the updates can be [found online](#)

Update on Non-Competitive (Direct to Award) Subaward Justification Waiver

January 2026 all Non-Competitive (Direct to Award) Subaward Justification Waiver requests will be submitted via online form (ARM). Agencies can begin this process now by following the form link below

Non-Competitive (Direct to Award) Subaward Justification Waiver online form:

https://gn.ecivis.com/GO/gn_redir/T/519s6oeb6fbx

Instructions on how to submit: <https://acrobat.adobe.com/id/urn:aaid:sc:US:efa32fe5-a886-4980-a4e9-b8beb7d2dc2d>

Training, Support, and Resources for Agencies

Support

Last Euna office hour of 2025 – December 16th. Will resume January 6, 2026

1. Weekly Office Hour – TUESDAYS at 2:00 pm - Euna Grants issues
2. ERP Special Session/Training on 02 Fund Source Thursday 12. 16 at 11AM
3. Monthly Agency Call – 1st or 2nd Monday at 1:30 PM
4. [User Support Form](#) – Available for both State Agency and Subrecipient/Applicant users

Resources

- Grants Management Office webpage
 - [Resources for State Agencies](#)
- [SharePoint](#) for recorded trainings
 - Submit User Support Form if you need access

Reminders from previous Agency Calls

ERP Report Tip

To include filter criteria in your ERP exports, use the Export to Excel icon in the blue bar

The screenshot shows the top navigation area of an ERP system. On the left, there is a 'MENU' button with a hamburger icon and an anchor logo. A search bar contains the text 'sri cash'. To the right of the search bar are notification icons: a bell with a red '3', a document with a red '1409', and a user profile icon. Below the search bar is a dark blue bar with the text 'SRI - Cash Basis 02 Transaction Data' and several icons: a three-dot menu, a list icon, and an 'Export to Excel' icon (a document with an 'X') which is highlighted with a green box and a green arrow pointing to it from the right. A 'PDF' icon is also visible on the far right of this bar.

> Details

830 items



Journal Line	Ledger Period	Cash Date	Accounting Date	Journal Source	Operational Transaction

Non-Profit Transparency

At the request of the General Assembly, we have been asked to inform any and all recipients of direct grants and/or named appropriations through the state budget, in excess of \$50,000, that they may be impacted by R.I. Gen. Laws § 22-6-16 (P.L. 2025 Sec 41 & 42 (S0579A/H6235A)). This statute reads in its entirety as:

22-6-16. Nonprofit funding transparency.

(a) Any nonprofit entity that receives grants or other funding in excess of fifty thousand dollars (\$50,000) from the general assembly directly or appropriated through the state budget for any fiscal year shall, within ninety (90) days of the receipt of the grant or appropriation, provide information relating to employee compensation within the nonprofit entity to the general assembly.

(b) The nonprofit entity shall disclose the total benefit package paid to the five (5) highest compensated employees with reportable compensation of at least one hundred thousand dollars (\$100,000) from the organization during the previous fiscal year. This disclosure shall include a description of the position, the total salary or compensation paid along with all benefits provided including, but not limited to, health insurance, retirement or pension contributions, and any other allowances for items such as automobiles, lodging or communication devices. Provided, however, the name of the individual employee need not be disclosed.

Further, the General Assembly requests that such reports should be sent by hard copy or email to the Chairs of the House and Senate Finance Committees and their respective fiscal advisors.

House Committee on Finance:

Chairman Marvin L. Abney - rep-abney@rilegislature.gov

Sharon Reynolds Ferland, House Fiscal Advisor - sreynolds@rilegislature.gov

To mail a hard copy, please send to their attention at: 82 Smith St, State House - Room 306, Providence, Rhode Island 02903

Senate Committee on Finance:

Chairman Louis P. DiPalma - sen-dipalma@rilegislature.gov

Stephen Whitney, Senate Fiscal Advisor - swhitney@rilegislature.gov

To mail a hard copy, please send to their attention at: 82 Smith St, State House - Room 117, Providence, Rhode Island 02903

FFATA Reporting Changes



Changes to Subaward Reporting location - Here are the key dates for Subaward Reporting in SAM.gov:

- March 6, 2025 - FSRs.gov will be decommissioned. FSRs.gov will no longer be accessible to report or access subaward data (for search, edit, or create).
- While data will be able to be entered into the FSRs.gov system until close of business on March 6th, we recommend that users complete all subaward submissions in FSRs.gov as soon as possible.
- Visitors to FSRs.gov will be redirected to SAM.gov/FSRS
- March 7, 2025 - SAM.gov will begin ingesting a final set of data from the reports that were created or edited in FSRs.gov just prior to decommissioning.
- March 8, 2025 - Subaward reporting (search, edit, or create) will be enabled in SAM.gov
- Visitors to FSRs.gov will be redirected to SAM.gov/FSRS

FFATA Reporting Changes

If you are responsible for FFATA reporting within your agency, log in to SAM.gov to ensure your account is accessible and to request the appropriate role from your agency's Entity Administrator. The Federal Service Desk has put together this [document](#) to explain the new role that all FFATA reports will need going forward.

From GSA on 2/27/25:

To help users prepare for the change and move of subaward reporting to SAM.gov, GSA will:

- Offer a **second training session next Wednesday**, March 5 at 1:00PM EST. Please [click to register](#) for the live session on Thursday. When you go to register, you may discover that you already have been courtesy registered for the event by GSA (possible if you have participated in a previous session). If that is the case for you, there is no action required on your part. The recording of the event will be made available as soon as possible for those who can not attend live.
- Publish a variety of **knowledge articles** at the [Federal Service Desk](#) (SAM.gov's helpdesk) that will help you navigate the new subaward functionality in SAM.gov after March 7. These knowledge articles will be available on FSD.gov within the next few days and will be searchable by topic.
- Provide **how-to videos** during the next few weeks on the IAE [playlist](#) on GSA YouTube that will also help you navigate (in many instances, step-by-step) how to do subaward reporting in SAM.gov after March 7. These videos also will be made available soon.

If you are having trouble locating your Entity Administrator or with the transition to SAM.gov, please reach out to brianna.l.murphy@doa.ri.gov .

Appendix

User Support:

To submit a support request please use the User Support form located on the Grants Management Office website:

<https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support>

Grants Management Office Team Supporting GMS System:

- Steve Thompson
- Laura Sullivan
- Katje Benoit
- Brittany Murtaugh

