

GMS Monthly Agency Meeting



Grants Management Office
Monthly Agency Meeting: January 5, 2026

GRANTS MANAGEMENT OFFICE “WRAPPED” YEAR IN REVIEW 2025

**TOTAL ATTENDEES
AT STATE AGENCY
TRAININGS**

1,355
(404 UNIQUE)

**TOTAL TRAININGS
HELD FOR STATE
AGENCY USERS**

20

**TOTAL TRAININGS
HELD FOR
APPLICANTS AND
SUBRECIPIENTS**

4

**TOTAL ATTENDEES
AT APPLICANT AND
SUBRECIPIENT
TRAININGS**

176

**TOTAL HOURS OF
DIRECT TRAINING**

29.5

**TOTAL HOURS OF
AGENCY
SUPPORT**

73

**TOTAL TICKETS
SUBMITTED IN
2025**

1,278

**TOTAL TICKETS
SUBMITTED BY
STATE AGENCIES**

1,009

**TOTAL TICKETS
SUBMITTED BY
APPLICANTS AND
SUBRECIPIENTS**

269

**AVERAGE GMO
RESPONSE TIME**
*INCLUDING WEEKENDS
AND HOLIDAYS

15 HOURS



**GRANTS MANAGEMENT OFFICE
“WRAPPED”
YEAR IN REVIEW 2025**



User Spotlight

**AGENCY WHO
SUBMITTED THE
MOST TICKETS**

DOH

**USER WHO
SUBMITTED THE
MOST TICKETS**

**Shannon Healy
DOH**

**USER WHO
ATTENDED THE
MOST TRAININGS**

**Leelavathi Tenneti
BHDDH**



WORKDAY

ERP Grants Priority Tasks

Enter Grant worktags where missing on Source 02 Federal Accounts:

1. Update any remaining PO's/supplier invoices with 02 accounts and no Grant worktags asap to prevent payment delays.

ERP Report: “SRI - Find Purchase Order Line and Line Splits for Organization”

2. Complete EIB journals for any SFY26 transactions on 02 accounts missing Grant worktags, using Offset Grant on the “from” rows by January 16, 2025. This is the final opportunity to clean up missing grant worktags.

Resources in [Grants Management - Grants Training Materials - State Agency Trainings - All Documents](#)

- See subfolder: *Grants ERP > ERP Grants > 10. Source 02 Grant Validation Support (12.16.2025)*

ERP: Adding Grant Worktags to Existing PO's

- Existing partially received/invoiced PO wasn't updated before the validation.
- Create a Change Order to the existing Purchase Order.
 - Role: Agency Requisitioners
 - Job Aid: Procurement > *Change Orders*
 - The affected Change Order line(s) should be reduced to *the received/invoiced amount* on the original PO line.
 - New line(s) must be added with remaining balance and added Grant Worktag.
 - If the line has been fully received but partially invoiced, the receipt must be canceled first to proceed. Once the Change Order is complete, resubmit the receipt.
- To identify PO's that have not been updated, refer to Report: *SRI - Find Purchase Order Line and Line Splits for Organization*

LTD Updates

- A cleanup of LTD data is being planned for this month.
- Please email brianna.l.murphy@doa.ri.gov **by this Friday** if you have grants that require updates or to confirm yours is on the list.
- LTD Related notes:
 - In most cases, CIs created during LTD loads should not have an "amount due" by this point.
 - If you are finding your award does not match your Federal payment system, please review LTD loads.

ERP Reports for Draws

1. SRI Cash Basis 02 Transaction Data

1. Will not pick up other agencies' data for IAA-FF's
2. Requires additional finance roles
3. Includes fields not on SRI Draw Backup

2. SRI Draw Backup

1. Use for IAA-FF's
2. Includes billed status, and Customer Invoice (CI) numbers, if applicable
3. Users with Grant Financial Analyst role can access

3. SRI - Federal Draw Status Report

- a. List of Customer Invoices showing amounts/dates and connections to Payment & Deposit (limited to CI's for Awards)

SRI Cash Basis 02 Transaction Data

Recent Changes:

- Payroll journal source “Payroll Actual Accrual” included

Known Limitations:

- Some transaction ID’s are not yet included
- Some non-federal transactions are included and must be filtered out, using “Fund”
- Some Grants Conversion transactions are included and must be filtered out, using “Originated by” – exclude Rivera-Delgado and Lillwitz

Directions for Use:

1. Go to the Workday search bar and enter the report **SRI - Cash Basis 02 Transaction Data**.
2. Update the following filters only:
 - a. Company: Click the “X” to remove SORI and replace with your agency
 - b. Cash Date From: Enter date
 - c. Cash Date To: Enter date
 - d. Worktags: This report is prepopulated with Medicaid Appropriations.
 - i. To remove them, scroll to the Worktags filter and click "More", then click the “Ctrl” and "A" keys simultaneously.
 - ii. That will highlight all of the values. Click “Backspace” key.
 - iii. Optional: Enter Appropriation(s)
 - e. Grants: Optional, enter Grant(s)

SRI Draw Backup

Advantages:

- Includes Customer Invoice # on any transactions previously included in a CI

Recent Changes:

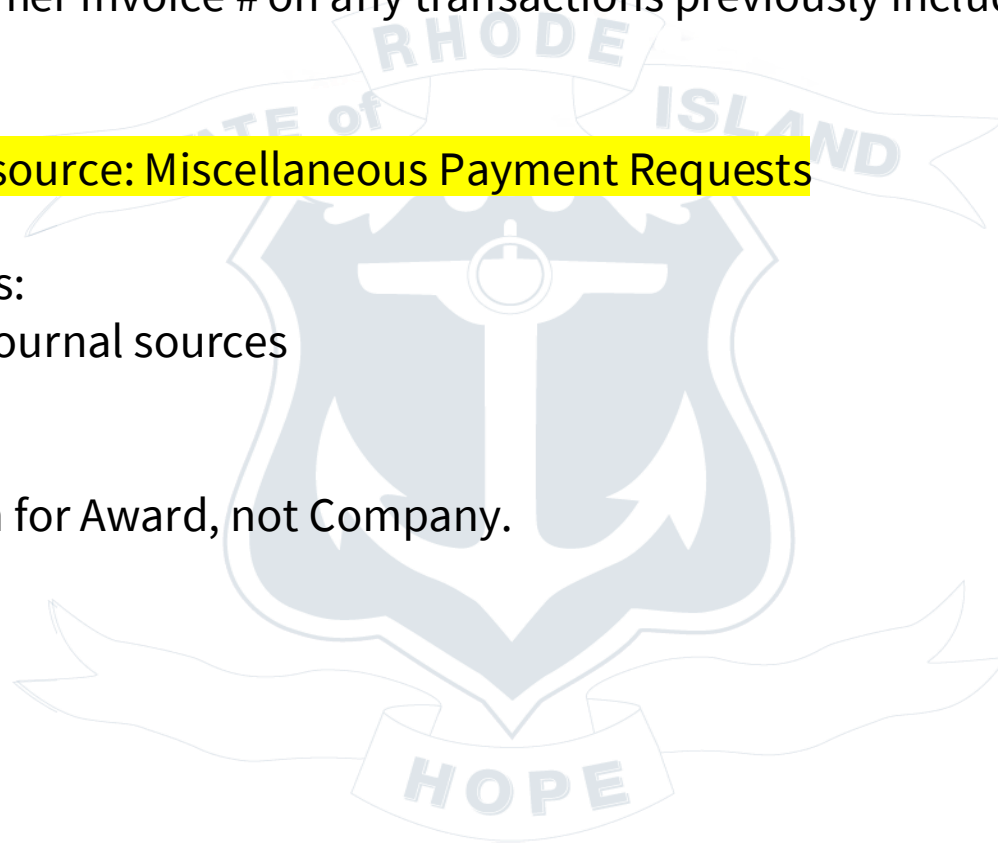
- Added journal source: Miscellaneous Payment Requests

Known Limitations:

- Lacking some journal sources

Directions for Use:

Note: IAA-FF's: run for Award, not Company.



Receipting Draws

Payment Amount = Deposit Amount

When cash comes in, the Payment & Deposit can be connected to multiple Customer Invoices CI's, and/or partially applied to CI's.

Example: \$100k is received from feds into bank. Of that amount:

- \$50k is for reimbursement of transactions without a grant worktag
 - \$30k is for CI #1 in the amount of \$30k
 - \$20k is for CI #2 in the amount of \$25k
1. Before you can receipt this, journal the \$50k to add grant worktags.
 2. Create CI #3 for the \$50k
 3. From CI #1, 2, **or** 3, Record a Payment
 4. During that process, be sure to add all three CI's with corresponding amounts. See step 13 in the ERP Grants [job aid](#) "Documenting Federal Draws, Payments, and Deposits"
 5. When you are done, CI #1 and #3 should be fully paid. CI #2 will be partially paid, with a balance due of \$5k

Note: When the remaining \$5k is received, you may not be able to record the payment until Treasury approves/posts the initial payment/deposit.

IAA-FF Draws

1. SRI Cash Basis 02 Transaction Data

1. Will not pick up other agencies' data for IAA-FF's
2. Requires additional finance roles
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2. SRI Draw Backup

1. Use for IAA-FF's
2. Includes billed status, and Customer Invoice (CI) numbers, if applicable
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3. SRI - Federal Draw Status Report

- a. List of Customer Invoices showing amounts/dates and connections to Payment & Deposit (limited to CI's for Awards)

GENERAL GRANT ADMINISTRATION

SEFA

- Preparations for the Schedule of Expenditures of Federal Awards (SEFA) will begin this month.
 - The SEFA is included in the State's Single Audit and **relies on accurate Assistance Listing Numbers (ALNs) to report Federal expenditures.**
- The FY25 SEFA will be a mix of RIFANS and Workday data due to the SFY25 adjustment period.
 - ALNs are first reported in Euna and flow to Workday
 - For Euna exempt Awards, ALNs must be established in Workday
 - If the ALN is not in Workday, please submit an ERP ticket
 - ALNs can be found on the **Grant Related Worktags** and **SRI - RI Register - State Transaction Register** reports as long as the grant worktag was used.
- Agencies that have transactions with 99.999 or 00.000 ALNs will be contacted to confirm no ALN exists.
- To update an ALN for an award in Euna, make the change in Euna.

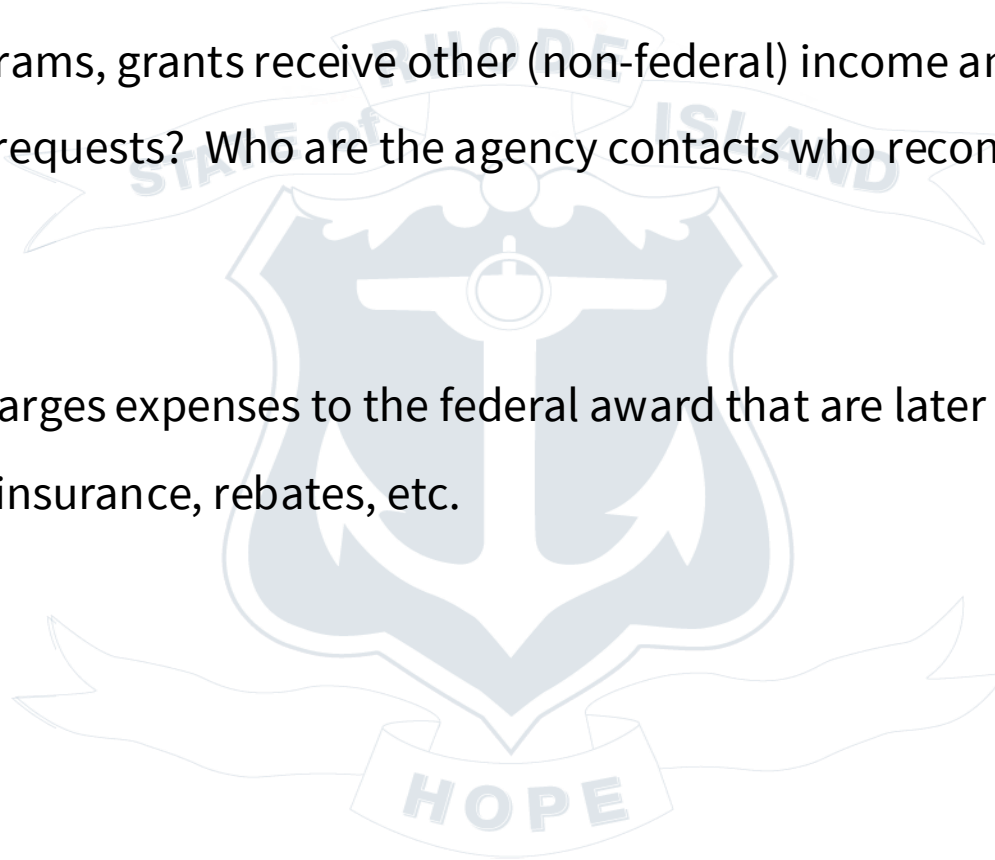
Questions to Help us Support You with Reconciliation

Non-Federal Revenue on Federal Awards

What federal programs, grants receive other (non-federal) income and need to reduce subsequent draw requests? Who are the agency contacts who reconcile, and draw?

Example:

- Your agency charges expenses to the federal award that are later partially reimbursed by insurance, rebates, etc.



Save the Date

When: Monday March 9th 8:30AM – 12PM

What: Grants in person training and networking session.

Location: Rhode Island College.

Cost: No cost to agency staff. Participants must sign up. Space is limited. GMO will ensure there are attendees from all agencies that want to participate.

Stay Tuned for additional details and invite. Lunch & refreshments will be provided.



“The hottest ticket in town!”

EUNA

Annual Organization Registration 2026

The Annual Organization Registration 2026 is now open

Check the status on an entity's registration on the [Resources for Applicants and Subrecipients – Annual Organization Registration webpage](#).

Entities need to have an “active” AOR at the time of award initiation by the state agency. If an entity is already awarded, and they do not expect to receive another award in 2026 (from any agency), they do not need to fill out the 2026 AOR.

If they do expect to be awarded in 2026, we encourage entities to complete the AOR early to avoid delays.

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>

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.

Training, Support, and Resources for Agencies

Support

1. Weekly Office Hour – TUESDAYS at 2:00 pm - Euna Grants issues
2. Monthly Agency Call – 1st or 2nd Monday at 1:30 PM
3. In Person Grants Training/Networking Monday March 9th RI College – *sign up required
4. [User Support Form](#) – Available for both State Agency and Subrecipient/Applicant users

Resources

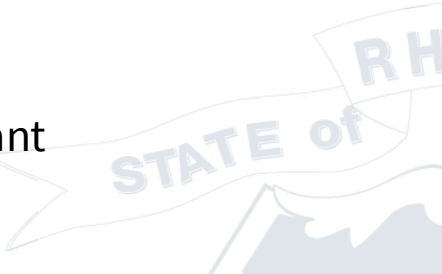
- Grants Management Office webpage
 - [Resources for State Agencies](#)
- [SharePoint](#) for recorded trainings
 - Submit User Support Form if you need access

Reminders from previous Agency Calls

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	Default Required	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** Roles

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
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Line Item Details

Company 075 Department of Health

Line Type Cost Reimbursable

Primary Yes

Grant GR0001234 Rhode Island Human Food Rapid Response Teams Related Actions

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**

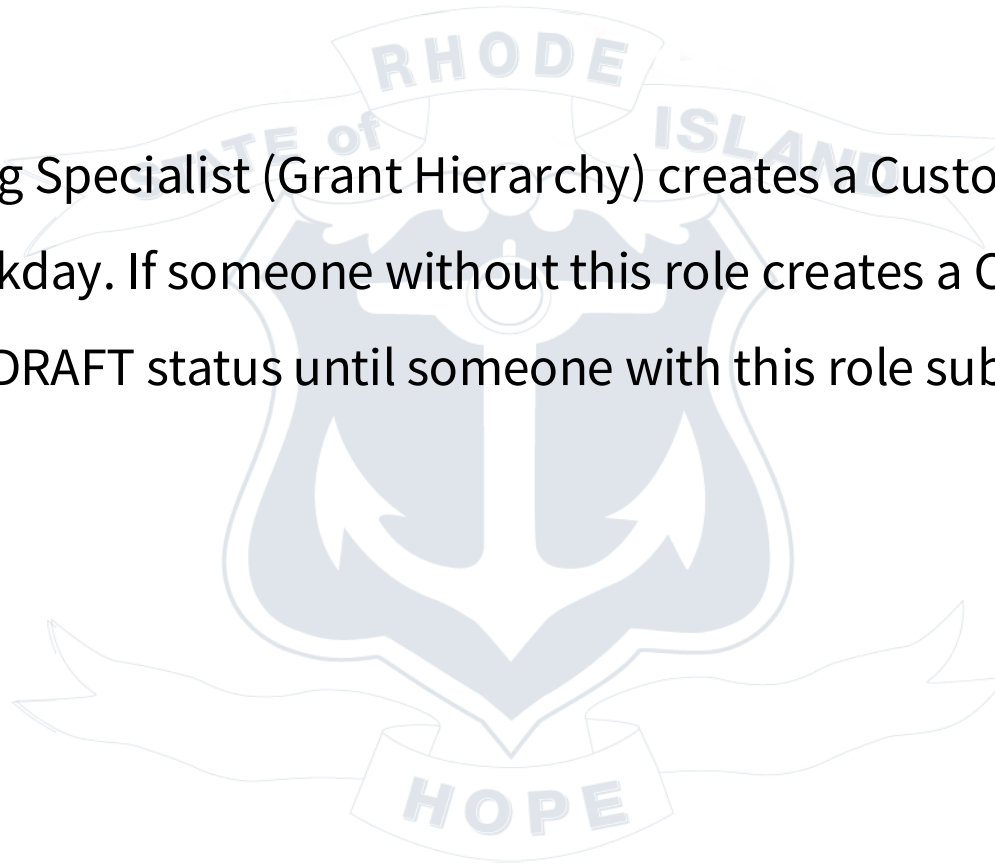
This is the performance period. Generally, transactions will continue to process for 120 days after the To Date.



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.



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' badge, a document with a red '1409' badge, and a user profile icon. Below the search bar is a dark blue bar with the text 'SRI - Cash Basis 02 Transaction Data' and a 'Details' icon. The 'Export to Excel' icon (a grid with an 'X') is highlighted with a green box and a green arrow pointing to it from the right. A 'PDF' icon is also visible to the right of the Excel icon.

> 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

