

Correct “Subgrantee Funds” / Auto Adjust

If the necessary amount of funding is not available in GMS when an item is created and submitted for reimbursement, the balance will display as Subgrantee Funds. These funds will not be reimbursed by the SAA.

As a general rule, if changes are made to the project budget, users should take the following steps:

- 1) Reduce funding or cancel (when appropriate) the item(s) that need to be updated
- 2) Wait for approval of the canceled item(s) from the SAA
- 3) Increase funding or request a new expenditure (when appropriate) for the item(s) that need to be updated

Following these steps will ensure that funding is available prior to submitting requests. Once a request has been submitted with Subgrantee Funds assigned, it has to be denied in order to be adjusted. An expenditure item that includes Subgrantee Funds is indicated by red text and an asterisk (*) from the expenditure list.

Step 1 | GMS will not allow the user to correct the funding distribution until the Proof of Encumbrance document has been uploaded. Once that has been completed, click on the link available under the Status column to adjust the details of the item.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
(01.AR.01.SCBC) Cylinders and Valve Assemblies, Spare, and Service/Repair Kits, CBRN SCBA	Cylinders and Valve Assemblies, Spare, and Service/Repair Kits, CBRN SCBA	Needs POE	1	\$1,470.00	\$0.00 *\$1,470.00	No Invoice	No Invoice

Step 2 | On the following screen, click the green downward arrow to the left of the expenditure detail. The funding distribution of the item will display. The Subgrantee Funds will be highlighted in blue. Reference the Available column to see how much funding can be used for this item.

Expenditure	Category	Qty	Unit Cost	Total
Global emergency Resources - MC6598-PDDBAA00100 - Purchase 61 Handheld Motorola MC65 at a cost of \$4,058 Each and accessories.	(04.HW.01.HHCD) Computing Device, Handheld	61	\$4,065.96	\$248,023.56

These funds are the responsibility of the Subgrantee and are NOT reimbursable by the state.

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AC	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	61	\$4,065.96	\$248,023.56
0	0	61	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2010 UASI	\$ 289,018.00	\$244,000.00	\$45,018.00	\$244,000.00
Subgrantee Funds	-	-	-	\$4,023.56
				Required: \$248,023.56
				Delta: \$0.00

Shipping/Handling: \$0.00

Taxes/Fees: \$0.00

Invoice Total: \$248,023.56

Step 3 | If there is available funding, an **[auto adjust]** link will display. Click this link to properly distribute the grant funding. If no funding is available, return to the expenditure list to see if there are any items that should be canceled or reduced.

Once the funding has been properly distributed, the item can be submitted to the SAA for reimbursement.