

FMS.net

Financial Management System

Participant Guide

Version 1.1



NATIONAL HIDTA ASSISTANCE CENTER
11200 NW 20th St. Suite 100
Miami, Florida 33172
Phone (305) 715 7600
Fax (305) 715 7615
www.nhac.org

Acknowledgements

Many HIDTA participants contributed to the development of the FMS.net and to this training program. FMS.net continues to improve thanks to the user community that reports problems and makes suggestions for improvement. Similarly, the current training materials will improve from constructive feedback from those who attended training and from those who use these materials on an ongoing basis.

Thank you for your contributions, and please keep your suggestions and feedback coming.

April, 2018

Table of Contents

Agenda	vii
Course Learning Outcomes.....	viii

Module 1: Overview

Learning Outcomes	1-3
Overview of FMS.net.....	1-4
Starting and Stopping FMS.net.....	1-8
Working with Web Pages	1-9
Parts of the Screen	1-14
Practice Exercise 1-1: Displaying Data from the Database	1-16
Key Points	1-18

Module 2: Budgets

Learning Outcomes	2-3
Overview of Budgets	2-4
Budget Process.....	2-6
Budget Request Page	2-9
Creating a Budget	2-11
Tools for Similar Budgets.....	2-13
Practice Exercise 2-1: Keying Budget Data.....	2-14
Printing Budgets.....	2-15
Practice Exercise 2-2: Continue Keying a Saved Budget.....	2-16
Practice Exercise 2-3: Duplicating Same Year Budgets.....	2-17
Budget Approval Page	2-18
Data Linked to the Budget Approval Page	2-21
Practice Exercise 2-4: Approving a Budget.....	2-22
Supplemental Budgets	2-23
Key Points	2-24

Module 3: Reports

Learning Outcomes	3-3
Overview of Reports	3-4
HIDTA Reports Page.....	3-6
Creating a Report	3-8
Practice Exercise 3-1: Generating Reports	3-10
The Report Viewer.....	3-11
Creating a Series of Separate Reports.....	3-15
Status Reports	3-16
Key Points.....	3-19

Module 4: Disbursements

Learning Outcomes	4-3
Overview of Disbursements.....	4-4
Disbursement Request Page.....	4-7
The Reimbursement Process.....	4-13
Creating Disbursement Requests	4-16
Practice Exercise 4-1: Keying Disbursement Requests	4-18
Disbursement Approval Page	4-19
Editing / Deleting Transactions	4-25
Advances.....	4-28
Practice Exercise 4-2: Editing a Disbursement Transaction.....	4-31
Practice Exercise 4-3: Recording Actuals.....	4-35
Disbursement Reports	4-36
Key Points	4-38

Module 5: Reprogramming Funds

Learning Outcomes	5-3
Overview of Reprogramming Funds	5-4
The Reprogramming Process.....	5-5
Reprogramming Manager Page	5-7
Creating Reprogramming Requests	5-8
Reports Linked to the Request.....	5-17
Practice Exercise 5-1: Keying Reprogramming Requests	5-19
Approving Reprogramming Requests.....	5-20
Searching for Transactions	5-22
Practice Exercise 5-2: Approving Reprogramming Transactions	5-27
Editing Transactions	5-28
Deleting Transactions	5-29
Reprogramming Reports.....	5-30
Key Points	5-31

Module 6: Extensions

Learning Outcomes	6-3
Overview of Extensions.....	6-4
Extension Request Page.....	6-5
Creating / Editing Extension Requests	6-6
Printing the Extension Request.....	6-7
Practice Exercise 6-1: Creating an Extension Request	6-8
Extension Approval Page.....	6-9
Approving / Deleting Extension Requests.....	6-11
Practice Exercise 6-2: Approving an Extension Request	6-12
Expiring Awards	6-13
Key Points	6-14

Module 7 Additional Topics

Learning Outcomes	7-3
Changing Your Password	7-4
Show/Hide Initiatives.....	7-5
Replicating Prior Year Budgets	7-6
Practice Exercise 7-1: Replicating a Budget.....	7-10
Exporting and Importing Budget Data.....	7-11
Practice Exercise 7-2: Importing and Exporting Budget Data.....	7-14
Managing Award Letters	7-15
Download SF 424 Package (Application Package)	7-18
Updating Award Recipient Data	7-20
Closing Grants	7-21
Customizing the Dashboard.....	7-23
Request a New Initiative.....	7-28
Key Points	7-29

Appendix A: Exercises

Practice Exercise 1-1	A-3
Practice Exercise 2-1	A-4
Practice Exercise 2-2.....	A-6
Practice Exercise 2-3.....	A-7
Practice Exercise 2-4.....	A-8
Practice Exercise 3-1.....	A-9
Practice Exercise 4-1	A-11
Practice Exercise 4-2.....	A-13
Practice Exercise 4-3.....	A-14
Practice Exercise 5-1	A-15
Practice Exercise 5-2.....	A-17
Practice Exercise 6-1.....	A-18
Practice Exercise 6-2.....	A-19
Practice Exercise 7-1.....	A-20
Practice Exercise 7-2.....	A-21

Appendix B: Sample Reports

About Reports	B-3
Report #1a.....	B-5
Report #1b.....	B-6
Report #1c.....	B-7
Report #2a.....	B-8
Report #2b.....	B-9
Report #2c.....	B-10

Report #2d.....	B-11
Report #2e.....	B-12
Report #2f.....	B-13
Report #2g.....	B-14
Report #3a.....	B-15
Report #3b.....	B-16
Report #3c.....	B-17
Report #4a.....	B-18
Report #4b.....	B-19
Report #4c.....	B-20
Report #4d.....	B-21
Report #5a.....	B-22
Report #5b.....	B-23
Report #5c.....	B-24
Report #5d.....	B-25
Report #5e.....	B-26
Report #6a.....	B-27
Report #6b.....	B-28
Report #6c.....	B-29
Report #6d.....	B-30
Report #8a.....	B-32
Report #9a.....	B-33
Report #9b.....	B-34
Report #9c.....	B-35
Report #9d.....	B-36
Report #9e.....	B-37

Appendix C: Forms

Budget Input Worksheet	C-3
Sample Detailed Expenditure Worksheet Reimbursement.....	C-4
Sample Detailed Expenditure Worksheet Advance.....	C-5

Appendix D: Supplemental Notes

Frequently Asked Questions	D-3
----------------------------------	-----

Glossary

Before You Begin

Welcome to FMS.net. This system was designed and developed at the National HIDTA Assistance Center (NHAC), to meet the specific needs of HIDTA participants receiving funds from HIDTA awards.

Access to FMS.net is secured, so all users must be authorized and initialized in the software before use. Your FMS.net account can be setup with assistance from the FMS.net administrator at the NHAC.

Intended Audience


This guide is written for new FMS.net users who are performing HIDTA financial management tasks such as preparing and reviewing budgets, submitting requests for reimbursements and advances, and monitoring budget balances of HIDTA awards.


Therefore, training participants should have thorough knowledge of the concepts, policies, and practices of financial management of HIDTA funds prior to attending this course, but no other software knowledge is required.


How to Use This Guide


This guide is written as a supplement for classroom instruction. Many will find it useful as a refresher following their classroom instruction, but it is not intended to be the sole source of information for learning to use the software.

The following icons are used in this guide:

 **Important:** Don't miss this important fact.

 **Note:** Notice an unusual concept that you shouldn't miss.

 **Warning:** Be careful. You could make a mistake here.

 **Best Practice:** Follow this suggestion to save time, improve efficiency, or improve outcomes.

Getting Help

As You Use FMS.net

If you need assistance while using this guide, contact your instructor (if during a class) or contact your local HIDTA financial manager, who serves as a single point of contact for FMS.net users within your HIDTA region.

Training

For training assistance, contact the Training Unit at the NHAC (305-715-7600) or submit a Help request via FMS.net, and choose Training as the category. A training staff member will contact you.

Technical Support

For technical support with FMS, contact the National HIDTA Assistance Center (NHAC) at (305) 715.7600.

Agenda

A M		DAY 1	DAY 2
		Module 1 Overview	Review of Day 1
	P M	Module 2 Budgets	Module 5 Reprogramming Funds
		Module 3 Reports	Module 6 Extensions
		Module 4 Disbursements	Module 7 Additional Topics

Course Learning Outcomes

Upon completion of this course, participants will be able to:

- Describe the Financial Management System (FMS.net) and its use in the day-to-day management of HIDTA funds
- Log in and exit the FMS.net program
- Describe the process and demonstrate the budget tasks in FMS.net including keying budget requests, approving budgets, replicating budgets, and exporting and importing budget data
- Select and print individual budget reports for a given year and grant
- Describe the disbursement process and demonstrate the disbursement tasks in FMS.net for both reimbursements and advances
- Describe the process for reprogramming HIDTA funds and demonstrate the task in FMS.net including creating, editing, deleting, and approving reprogramming requests
- Create and approve grant extension requests
- Record the information required to add a new initiative and update profile data for a non-federal grantee
- Show or hide initiatives from budgeting and reprogramming pages
- Customize the Dashboard on the Home page
- Create grant applications (SF-424) and view signed award documents

Module 1: Overview

Learning Outcomes

At the end of this module, participants will be able to:

- Describe the financial data FMS.net manages
- Start and stop FMS.net, using the HIDTA portal for access
- Identify the parts of the FMS.net pages and navigate to various modules within FMS.net

Overview of FMS.net

The Financial Management System (FMS.net) is a software tool used by HIDTA participants to track HIDTA award funds. FMS.net stores the initial award amounts, planned and actual expenditures of HIDTA funds, and other administrative transactions such as reprogramming transactions and extensions of a grant's end date.

For each transaction, the software records the data, handles the required approvals for each transaction, and reports the status of individual transactions and the cumulative effect on the account balances. FMS.net can summarize and report data by initiative, by award recipient, by participating agency (i.e., resource recipient), and account.

Purpose and Use

Financial managers, directors, and others use FMS.net throughout the program year to manage financial data of multiple HIDTA awards. For example, use FMS.net for:

- Budgets - prepare, submit, monitor, and modify budgets
- Disbursements – record and track expenditures of grant funds, submit for external review, and monitor spending
- Reprogramming funds – record revisions to approved budgets and monitor the requests as they progress through the approval process
- Extensions – monitor grant expiration dates, request extensions as needed, and track the progress of extension requests as they progress through the approval process
- Award documents – create and download grant applications (SF-424) and view signed award documents

Additionally, FMS.net provides numerous reports to keep managers informed about the HIDTA's financial transactions and balances.

Versions of Data

In FMS.net, data progresses through a “life cycle” of sorts, as the budget is created, awarded, and modified to shift funds to accommodate changing needs. Separately, FMS.net tracks the availability of funds, much like how a bank tracks actual cash flow, i.e., a pending balance is displayed to assist you in planning, until the actual transaction is approved and *posted* to the account.

Budget data

From the budget perspective, the names given to different versions of budget data are:

- **Input Budget** (before the first approval occurred)
- **Awarded Budget** (initial award by ONDCP)
- **Current Budget** (initial award net of approved reprogramming transactions)

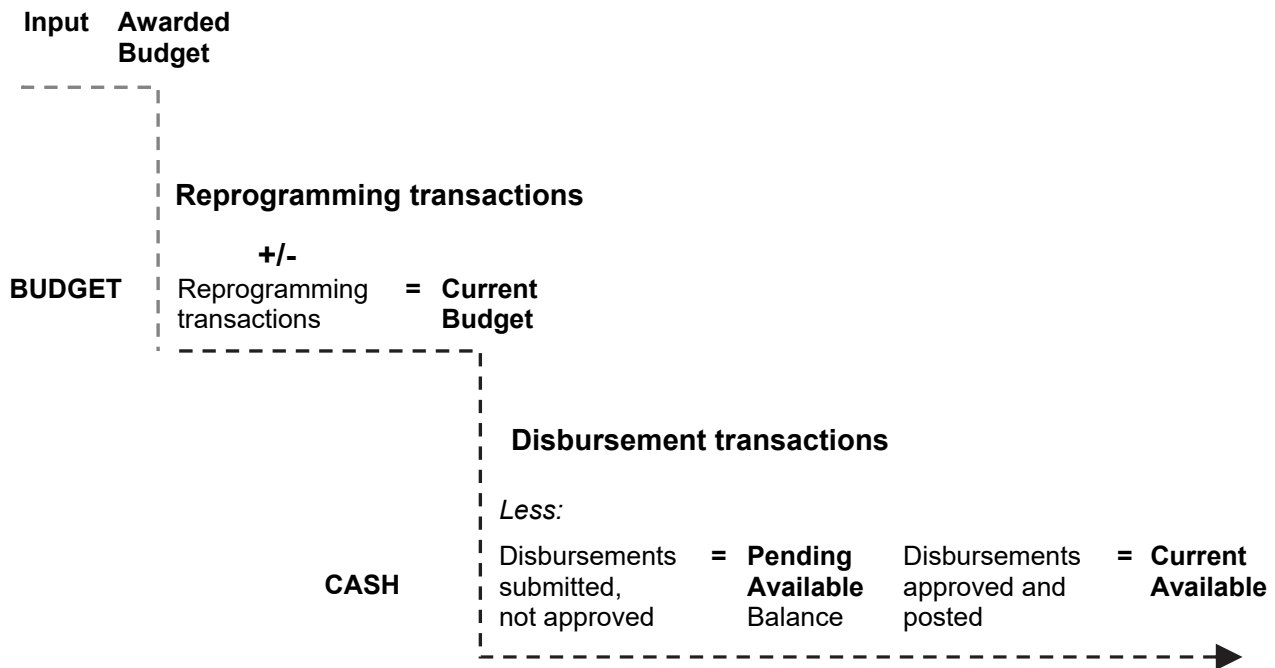
Disbursement data

Disbursements affect the funds available to the grantee, i.e., how much the grantee can draw down from the grant funds. Once the grantee has drawn the full amount of the initial award, the available funds balance is zero.

From a disbursement perspective, there are two balances of concern to fiduciary agencies and financial managers:

- **Pending Available** (net of all submitted)
- **Current Available** (net of approved reprogramming transactions and approved disbursement transactions)

Let’s look at how FMS.net tracks the balances at the same time. Notice the disbursement balances begin with the current budget (approved budget, net of approved reprogramming transactions).

**Best Practice:**

Use the term “program year” to clearly communicate the period of time for which the budget was prepared.

Program Year

In every Web page that displays or requests you select a “year” FMS.net is requesting the *program year*.

In the HIDTA program, a program year represents a 12-month time frame to which award funds are designated.

Award Period

Although the award amount was budgeted to cover the needs of a one-year period, the program year, the award period is a two-year period of time.

This two-year award period allows extra time for the funds to be received, spent, invoiced, and paid to deplete the full amount of the award.

Tasks Not Performed in FMS.net

Continue to use the Payment Management System (PMS) to request payment transfers of grant funds. PMS is managed by the Program Support Center (PSC) a non-appropriated agency hosted by the Health and Human Services (HHS).

Also continue using PMS for quarterly filing of the Federal Cash Transaction Report and the Financial Status Report – 2 required quarterly reports for all open grants.

Computer Requirements

In most cases, computers need no special improvements or software to access FMS.net; the system requirements are minimal:

Web browser

- Internet Explorer – must be version 6.0 or higher. Firefox, Chrome, Safari, and other browsers are also compatible.
- Pop-up blocker must be disabled to run reports in FMS.net.
- ActiveX must be installed; FMS.net will prompt for this installation if needed.

MS Office

- MS Excel (version 1997 or later) or the free MS Excel Viewer

Settings

If menu items fail to appear, or if the FMS.net screens appear to be truncated or otherwise missing regions of text, go to your browser's Menu Bar and choose: **Tools ... Compatibility View Settings**. This setting will solve version differences between older versions of Internet Explorer and FMS.net.

**Best Practice:**

Create a bookmark to the HIDTA portal, the menu for all HIDTA programs.

Starting and Stopping FMS.net

Before you can access FMS.net, you must connect to HIDTA.net (secure network) using one of several secure paths. The security connection you use depends on your HIDTA and the other HIDTA data you access. The preferred method for most users is via the secured portal called HIDTA.net.

1. Open your Web browser, and go to the URL <https://portal.hidta.net>. Login to HIDTA.net with your credentials.
2. Choose the Financial Management System from the menu.
3. Enter your User Name and Password at the FMS Log In page, and click **Log in**.

The screenshot shows the FMS Log In page. At the top, there is a header with the HIDTA logo on the left, the text 'FINANCIAL MANAGEMENT SYSTEM' in the center, and 'High Intensity Drug Trafficking Area' on the right. Below the header is a white box containing the login form. The form is titled 'FMS Log In' and has two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom right of the form is a button labeled 'Log In'.

❗ Important: If your screen appears distorted compared to the previous sample screen, you may need to adjust your browser program. For example, from Internet Explorer, choose **Tools ... Compatibility View**.

Logging Off

Log off FMS.net from almost any Web page within FMS.net. You'll find the Log Off link at the top right of the page.

Working with Web Pages

By now, most computer users are very familiar with Web pages and using a Web browser program such as Internet Explorer, Netscape, and others. Because the software and the financial data are located at a remote location, you may experience a slight delay in each new screen to be displayed. You will find FMS.net to run just as “briskly” as your Web browser normally runs for other Web use.

Back Button

You can return to a previous screen using the **Back** button provided by your Web browser program, but use it sparingly. Instead, navigate FMS.net using the menus and buttons that the program provides. That allows FMS.net to close and clear portions of the data and software which improves performance.

Again, you can use the **Back** button, but you will want to use the menu and buttons wherever possible.

Links

Recall that Web pages for Internet users often contain *links*, which are underlined words that can be clicked to display additional information on separate Web pages.

Menu Bar

Like many software programs, FMS.net uses a Menu Bar to navigate to the different portions of the program. To view the pull-down menu for each menu item, simply point the mouse (without clicking) at the menu choice.

To make a selection from the pull-down menu, click the mouse.

Retrieving Data

In the Web environment, data is not always automatically refreshed – especially when the data is a large set of data being retrieved. In some cases, FMS.net requires users to click the **Retrieve** button to “fetch” the data from the database. This saves time because the program only fetches the data that you request. Some pages also contain a **Refresh** button to retrieve fresh data.

Keying Data

In general, data entry fields are color coded; blue and yellow cells indicate fields for data entry.

To navigate from field to field, use the Tab key (to move forward) and Shift+Tab (to return to the previous field).

As you re-key or edit data on some pages, you may notice that some data fields require complete re-entry of the data, and others can be edited. This means in some cases, you must delete the previous entry and re-key the entire data field.

Printing Any Web Page

You can print any Web page using the **File ... Print** command from your browser’s Menu Bar, or right-click and choose **Print**. The formatting and appearance will vary, however, so you may not be pleased with the results of printing from the browser’s menu. Instead, use reports and print tools of FMS.net whenever available.

Selecting Data

To view data, make choices in the Heading Area to choose exactly the data you want to see and work with.

Drop-down lists

To view the full list of choices in a drop-down list, click the down arrow at the right of the field.

The screenshot shows the 'FINANCIAL MANAGEMENT SYSTEM' interface. At the top, there's a header with the HIDTA logo and the text 'High Intensity Drug Trafficking Area'. Below this is a navigation bar with links: Home, Requests, Approvals, Reports, Award Letters, Utilities, and Log Out. The main section is titled 'Budget Request - 2019'. It contains several form fields: 'HIDTA' with a dropdown menu showing 'Canadian Border'; 'Initiative Name' with a dropdown menu showing '(01) Intelligence Support Center'; 'Initiative Type' with the value 'Intelligence'; 'Award Recipient' with a dropdown menu showing '(01) Allsville County Sheriff's Office'; 'Grant/MOA' with a dropdown menu showing 'G19CB0001A'; and 'Resource Recipient' with a dropdown menu showing 'Flathead County Sheriff's Office'. A 'Retrieve' button is located next to the 'Grant/MOA' field, and a 'Save' button is located next to the 'Resource Recipient' field. A red circle highlights the down arrow on the 'Grant/MOA' dropdown menu.

Check boxes / Scroll bars

Check boxes allow you to check any number of choices in the list. Watch for scroll boxes that indicate more choices are available beyond your current view.

The screenshot shows the 'HIDTA Reports' interface. The main section is titled '1a. HIDTA Summary'. It contains several form fields: 'Year' with a dropdown menu showing '2018'; 'Budget Version' with a dropdown menu showing 'Current Budget (net of approved transactions)'; and a list of initiatives with checkboxes. The initiatives are: (01) Intelligence Support Center (checked), (02) Mackinaw Investigative Support Center, (03) Central ISC (checked), (04) GRAMNET, (05) Green Bay Investigation Support Unit (checked), (06) Post-seizure Analysis, and (07) Niagara Falls Intelligence Unit. A 'Run Report' button is located at the bottom of the form. A dashed box highlights the list of initiatives and the 'Run Report' button.

Viewing Data

FMS.net provides several useful features as you view data.

Duplicate cell data is omitted

When data is presented in a table or grid format, the cells that duplicate the previous row's cells are omitted. In the screen below, notice the many blank cells for Initiative name and Award Recipient. These cells are blank because they are identical to the data cells in the first row.

Budget Approval

HIDTA
Canadian Border

Program Year
2018

Approval Level
HIDTA Financial Manager

Retrieve
Save

Check All Approvals

Check All Rejections

This page reflects Input budgets for the selected year. To see the Current Budget for any year, go to HIDTA Reports.

Level
Amount
Difference

HIDTA Input 23,680,000.00

HIDTA Approved 23,680,000.00
0.00

Analyst Approved 23,680,000.00
0.00

FMO Approved 23,680,000.00
0.00

Appvd
Reject
Open
Open
Delete
Initiative
Award Recipient
Resource Recipient
Grant/MOA
Total
Personnel
Fringe

☒
☐
[Rpt](#)
[Input](#)
(01) Intelligence Support Center
(01) Allsville County Sheriff's Office
Flathead County Sheriff's Office
G18CB0001A
237,600.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Lakewood Police Department
G18CB0001A
252,400.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Michigan State Patrol
G18CB0001A
256,300.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Sweetwater County District Attorney
G18CB0001A
123,900.00
65,000.00
15,600.00

☒
☐
[Rpt](#)
[Input](#)
Thunder Bay Police Department
G18CB0001A
77,000.00
0.00
0.00

☒
☐
[Rpt](#)
[Input](#)
(02) Mackinaw Investigative Support Center
(02) Boulder County Sheriff's Office
Flathead County Sheriff's Office
G18CB0002A
237,600.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Lakewood Police Department
G18CB0002A
252,400.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Michigan State Patrol
G18CB0002A
256,300.00
130,000.00
31,200.00

☒
☐
[Rpt](#)
[Input](#)
Sweetwater County District Attorney
G18CB0002A
123,900.00
65,000.00
15,600.00

A Blank cells indicate repetition of the data in the cell above.

Data with links

Some data displayed on the screen, such as account balances, appear as links to indicate that additional data is available to display.

Disbursement Request

Requestor: stu1_fm
Request Date: 4/9/2018

Grant Start Date: 1/1/2018
Grant End Date: 12/31/2019

HIDTA: Canadian Border
Award Recipient: (01) Allsville County Sheriff's Office
Grant: G18CB0001A
Request Type: Reimbursement

Buttons: Retrieve, Save, Submit

PMS Transaction Number: 1199945887
Enter Number Again: 1199945887
Expenditure Period From: 03/01/18
To: 03/31/18
HIDTA Internal ID:
Award Total: 947,200.00
Available Grant Balance: 890,200.00
Request Total: 71,195.00

Comment:
[Blank Disbursement Worksheet](#)
[View Pending Transactions](#)

If you have trouble viewing the balances, please click this link to use the prior version of the Request page.

Initiative	Personnel			Fringe			Overtime			Travel		
	Available	Request	Balance	Available	Request	Balance	Available	Request	Balance	Available	Request	Balance
(01) Intelligence Support Center	405,000.00	54,012.00	<u>350,988.00</u>	95,200.00	15,890.00	<u>79,310.00</u>	91,500.00	1,293.00	<u>90,207.00</u>	-5,000.00	0.00	<u>-5,000.00</u>
Total	405,000.00									-5,000.00	0.00	-5,000.00

(01) Intelligence Support Center
(01) Allsville County Sheriff's Office - G18CB0001A
RR.INPUT
Travel

	FMS ID	Approved Date	Amount	Balance
Budget			37,000.00	37,000.00
Reprogramming	10076	04/03/2018	-9,000.00	28,000.00
Advance	200026	04/03/2018	-33,000.00	<u>-5,000.00</u>

A Click underlined data to see related data that FMS.net makes available to you. In this example, the additional information lets you see the trail of transactions that led to the negative account balance.

Parts of the Screen

After successfully logging in, FMS.net displays the Home Page with your custom Dashboard.

Dashboard

The Dashboard provides you an overview of the items awaiting your approval, the status of budgets input and approved, and more. You will learn how to customize your Dashboard in Module 7.

Menu Bar

The Menu Bar is the primary navigation tool in FMS.net.

Menu Bar

Heading Area

FINANCIAL MANAGEMENT SYSTEM				
Home Requests Approvals Reports Award Letters Utilities				Monday, April 9th, 2018 10:26 PM Log Out
Budget Request - 2019				
HIDTA	Canadian Border	Award Recipient	(01) Allsville County Sheriff's Office	Retrieve
Initiative Name	(01) Intelligence Support Center	Grant/MOA	G19CB0001A	
Initiative Type	Intelligence	Resource Recipient	Flathead County Sheriff's Office	Save
<input checked="" type="checkbox"/> Personnel				
Total	2	130,000.00	130,000.00	130,000.00
<input checked="" type="checkbox"/> Fringe				
Total	2	31,200.00	31,200.00	31,200.00
<input checked="" type="checkbox"/> Overtime				
Total	3	30,500.00	30,500.00	30,500.00
<input checked="" type="checkbox"/> Travel				
Total	3	5,000.00	5,000.00	5,000.00
<input checked="" type="checkbox"/> Facilities				
Total	0	0.00	0.00	0.00
<input checked="" type="checkbox"/> Services				
Total	0	34,850.00	34,850.00	34,850.00

Heading Area

The top area of many pages contains drop-down lists, buttons, and information messages. This area is known as the *Heading Area*.

Expand/Collapse Details

Use the expand/collapse buttons at the left side of the page to expand or collapse the details of each budget account.

Budget Request - 2019

HIDTA	Canadian Border	Award Recipient	(01) Allsville County Sheriff's Office	Retrieve
Initiative Name	(01) Intelligence Support Center	Grant/MOA	G19CB0001A	
Initiative Type	Intelligence	Resource Recipient	Flathead County Sheriff's Office	Save

<input checked="" type="checkbox"/> Personnel				
Total	2	130,000.00	130,000.00	130,000.00
<input checked="" type="checkbox"/> Fringe				
Total	2	31,200.00	31,200.00	31,200.00
<input checked="" type="checkbox"/> Overtime				
Total	3	30,500.00	30,500.00	30,500.00
<input checked="" type="checkbox"/> Travel				
Total	3	5,000.00	5,000.00	5,000.00

Budget Request - 2019

HIDTA	Canadian Border	Award Recipient	(01) Allsville County Sheriff's Office	Retrieve
Initiative Name	(01) Intelligence Support Center	Grant/MOA	G19CB0001A	
Initiative Type	Intelligence	Resource Recipient	Flathead County Sheriff's Office	Save

<input checked="" type="checkbox"/> Personnel					
Total	2	130,000.00	130,000.00	130,000.00	
<input checked="" type="checkbox"/> Fringe					
Total	2	31,200.00	31,200.00	31,200.00	
<input checked="" type="checkbox"/> Overtime					
Account	Quantity	Amount	Prior Year Budgets		Comments
			2018	2017	
Investigative - Law Enforcement Officer	0	0.00	0.00	0.00	
Support	3	30,500.00	30,500.00	30,500.00	
Treatment, prevention, demand reduction		0.00	0.00	0.00	
Total	3	30,500.00	30,500.00	30,500.00	
<input checked="" type="checkbox"/> Travel					
Total	3	5,000.00	5,000.00	5,000.00	



Practice Exercise 1-1: Displaying Data from the Database

Overview

Turn to page A-2 in the appendix, and complete the Practice Exercise 1-1. Work individually on your assigned computer, using your assigned User Name and Password.

Save v. Submit

On some Web pages where you create transactions, FMS.net provides one or both of the choices: Save or Submit.

Save Saves the transaction for future edits; the transaction can be edited or deleted, if unapproved.

Submit Saves the record, and locks the record from future edits. Submit makes the transaction eligible for the next approver's review and approval action. Not all FMS.net transactions have the Submit step.

Key Points

- FMS.net records all of the financial data for HIDTA: budgets, disbursements, reprogramming transactions, and extensions.
- FMS.net operates via a secure connection over the Internet; it uses Web pages throughout.
- Your FMS.net Home page contains a dashboard to give you an overview of the status of items you need to monitor.
- Many Web pages contain a heading area for you to make data selections, data links to view related information, and a Menu Bar to allow you to navigate among the Web pages.



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 2: Budgets

Learning Outcomes

At the end of this module, participants will be able to:

- Describe the budget process using the Financial Management System
- Create, save, and retrieve budget data for a given resource recipient, within an initiative
- Edit and delete unapproved budgets
- List, approve, and reject budgets for a given program year
- Describe the difference between working with baseline budgets and supplemental budgets

Overview of Budgets

Within the HIDTA program, the term *budget* can refer to different types of budgets and at different levels of detail.

Three Levels of Budget Detail

When talking about budgets, it is useful to specify the level of detail of the budget data. You may be talking about any of three different levels of details about budget data.

Individual budget

At the lowest level of detail, an *individual budget*, shows the account balances for one resource recipient's portion of an initiative's budget. In other words, the budget reflects the funds allocated to one resource recipient, within one initiative, within one award.

When financial managers key budget data into FMS.net, they key each individual budget separately: one individual budget for each resource recipient of each initiative – a small portion of one award.

Initiative budget

An *initiative budget* reflects an entire initiative --- including all of the resource recipients. In other words, the initiative budget reflects the funds allocated to one initiative, within one award.

Initiative budgets represent compiled data, so they are visible using the reports in FMS.net.

HIDTA budget

The *HIDTA budget* represents the compilation of all of the initiative budgets, and these too are reviewed using the reports in FMS.net.

Use FMS.net to key separate data for each individual budget, i.e., a separate screen for each resource recipient's portion of the initiative budget.

Example

For example, if one agency participates in three different initiatives, that agency (a resource recipient) will have three individual budgets stored in the database – one for each portion of each initiative.

From the initiative's perspective, an initiative with 12 resource recipients participating will create 12 individual budgets in FMS.net – one for each resource recipient.

Baseline v. Supplemental Budgets

The annual budget awarded to the HIDTA program (and distributed among its participants) is called the *baseline budget*. In some program years, Congress makes additional funding available to ONDCP for ONDCP to designate to its highest priority programs. These budgets and funds, which are in addition to the baseline budget, are *supplemental funds*.

Examples of programs to which Congress may or may not provide additional funding include:

- ET – Emerging Threats
- HRS – Heroin Response Strategy
- PHPS – Public Health – Public Safety Partnerships

The process for creating both types of budgets is the same in FMS.net; the dates and deadlines are different. Be aware that awards are based on budgets, and therefore, the funds and the recordkeeping must be kept separately from baseline awards (i.e., the usual program year budgets).

In FMS.net, the budget process actually begins with the FMO analyst at ONDCP assigning an authorized set of grant numbers for each HIDTA to use during the budgeting process.

Budget Process

Overview

The budget process at HIDTA involves submitting a *budget package* of data and documents to ONDCP each June 15th.

Collectively, all of the documents of the budget package describe the HIDTA region's drug threats, its strategy for addressing the threats, and a proposed budget for initiatives. FMS.net records the detailed budget data for each initiative.

Keying the data

The financial manager answers questions from initiative commanders and works closely with the Budget Subcommittee of the HIDTA Executive Board. The financial manager, or an assigned staff member, keys budget data into FMS.net – one budget for each resource recipient (or participating agency) in an initiative.

Reviewing and approving

Once a number of budgets are keyed into FMS.net, the financial manager reviews and approves each budget. The financial manager prints reports of all individual budgets and the overall HIDTA budget – a compilation of all individual budgets. The HIDTA Director, working closely with a Budget Subcommittee, reviews and presents the overall HIDTA budget to the HIDTA Executive Board for approval.

Once the HIDTA Executive Board meets, reviews, and approves the budget, the HIDTA Director records the approval in FMS.net. The HIDTA Director's approval in FMS.net reflects the local HIDTA Executive Board's approval of the budget, and it represents the HIDTA's submission of the budget data to ONDCP.

ONDCP reviews all documents of the budget package including the budget data in FMS.net.

As they review the budget package, policy analysts at ONDCP may ask the HIDTA detailed questions about the proposed budget. These follow-up questions are called *passback* questions.

📌 **Note:** Our focus is only on the budget data stored in FMS.net, but the recommended best practice of including ample Comments to explain the budgeted amounts can avoid passback questions.

At most HIDTAs, the financial manager keys all budgets. At some HIDTAs, assistants key budgets into FMS.net.



Best Practice:

Use the Comments field to record explanations, rationale, and other notes that explain the budget plan.

The entire budget package submitted to ONDCP on June 15th includes:

- Threat Assessment
- Strategy document
- Initiative Descriptions and Budget Proposals (in WebPMP)
- Budget data (in FMS.net)
- Budget related documents
 - Policy exemption requests
 - Certification documents

The Budget Process Using FMS.net

Step 1: Record the budget request

As you key data into FMS.net, record notes into the Comments field to explain and document how the budget was prepared. Also prepare supporting documents such as certifications and exemption requests.

FMS.net does not store these separate documents; they are sent to ONDCP along with other documents as part of the HIDTA's budget package.

Step 2: Approve the budget

Using the Budget Approval page, the financial manager and the HIDTA Director approve each budget stored in FMS.net. The financial manager uses FMS.net to print budget reports from FMS.net so others can review the data stored in FMS.net.

Step 3: Submit the budget package to ONDCP

The HIDTA Director or senior staff member submits the Threat Assessment, the Strategy document, and all other budget documents to ONDCP via email. This official submission also lets ONDCP know that the online portion of data, e.g., data in FMS.net, is also being submitted as part of the budget package.

Step 4: Approve the budget package (ONDCP)

ONDCP has access to FMS.net, so the policy analysts also approve the data in FMS.net. As the budget package progresses along the approval chain at ONDCP, FMS.net tracks who has approved the budget at each stage.

Budget Request Page

The Budget Request page records the dollars, and in some cases, the quantities for budget items. Because HIDTA prepares detailed budgets at the sub-account level, the list of accounts is very long on the Budget Request page, and the sub-accounts are grouped to summarize the accounts. Click the chevron button at each main account group title to expand or collapse the details.

Click chevron
button to expand

Budget Request - 2019

HIDTA: Canadian Border
Initiative Name: (01) Intelligence Support Center
Initiative Type: Intelligence

Award Recipient: (01) Allsville County Sheriff's Office
Grant/MOA: G19CB0001A
Resource Recipient: Flathead County Sheriff's Office

Retrieve Save

Personnel

Total 5 276,500.00 130,000.00 130,000.00

Fringe

Budget Request - 2019

HIDTA: Canadian Border
Initiative Name: (01) Intelligence Support Center
Initiative Type: Intelligence

Award Recipient: (01) Allsville County Sheriff's Office
Grant/MOA: G19CB0001A
Resource Recipient: Flathead County Sheriff's Office

Retrieve Save

Personnel

Account	Quantity	Amount	Prior Year Budgets		Comments
			2018	2017	
Administrative Staff	0	0.00	0.00	0.00	
Analyst - Criminal	0	0.00	0.00	0.00	
Analyst - Intelligence	0	0.00	0.00	0.00	
Analyst - Program	0	0.00	0.00	0.00	
Attorney	0	0.00	0.00	0.00	
Coordinator	0	0.00	0.00	0.00	
Counselor	0	0.00	0.00	0.00	
Director	0	0.00	0.00	0.00	
Director - Demand Reduction	0	0.00	0.00	0.00	
Director - Deputy	0	0.00	0.00	0.00	
Director - Investigative Support Center	0	0.00	0.00	0.00	
Financial Manager	0	0.00	0.00	0.00	
Financial Staff	0	0.00	0.00	0.00	
Information Technology Manager	0	0.00	0.00	0.00	
Information Technology staff	0	0.00	0.00	0.00	
Investigative - Law Enforcement Officer	0	0.00	0.00	0.00	



Best Practice:

Record comments to explain significant changes and omissions from the budget. The comments you key today will help the initiative commander and others interpret the budget in the future.

Two Years of Previous Data

The Budget Request page displays two previous years of budget data, so you can compare the previous years' account totals to the current year's budget amounts you are requesting.

Comments

The Comments field is an optional field for users to record notes about the budget line items, and comments can be entered for line items that have no dollar amounts, i.e., to explain why the budget omits a previously budgeted amount.

Save

After you save each Budget Request page, the individual budget appears on the Budget Approval page awaiting approval.

If FMS.net doesn't list a choice you need (an initiative name, an agency name, etc.), you cannot key the budget. See Additional Topics for instructions to add a new initiative; and allow time for processing. Contact the FMS.net administrator for new participating agencies.

**Best Practice:**

Look for similar budgets before you begin.

For current year similar budgets, use the 1st bullet in the list to the right, and turn to page 2-13.

For budgets very similar to the previous year, consider using the budget replication feature described on page 7-6.

Creating a Budget

Steps

1. Choose **Budget Request** from the Menu Bar.

FMS.net displays a blank Budget Request page.

2. In the Heading Area, choose the following:

- Initiative name
- Award recipient
- Grant/MOA
- Resource recipient

3. Click **Retrieve**.

FMS.net displays the previous two years' budget data from the database.

4. Expand each account to display its sub-accounts, and complete the Budget Request page as needed.
5. When complete, click **Save**.

After Saving Your Work

Now that you've completed a budget, you have these choices of what to do next:

- Start keying a new budget. Simply return to the Heading Area and choose another initiative, award recipient, etc. and click **Retrieve**. Continue as needed.
- Start a new budget using the current page's data, if the next budget will be very similar. Return to the Heading Area, choose another initiative, award recipient, etc. and do not click **Retrieve**. Edit the numbers, if needed, and click **Save**.
- Choose another task within FMS.net, using the Menu Bar.

- ① **Important:** Even if the budget has been approved, you can still edit it if you request the next approver to reject it. Once rejected, transactions return to the original state of unapproved, i.e., as if no approvals were given.

Continuing Your Work Later

You can retrieve budget data on the Budget Request page later and continue editing it as long as the budget request isn't approved.

Editing

To edit a budget request, open the budget request the same way you begin a new request: complete the Heading Area of the Budget Request page, then click **Retrieve**. You can edit the data of unapproved budgets; remember to click **Save** after keying changes.

You can also edit a budget using the Budget Approval page, even if you are not an approver.


Tools for Similar Budgets

FMS.net provides two methods for replicating similar budgets – to save you keying time. The method you use depends on whether you are creating similar budgets within the same program year or creating budgets similar to the prior program year.

Similar budgets within same program year

To create similar budgets within the same program year, you can re-save the existing screen's data to another initiative, resource recipient, or award.

Simply edit the data within the accounts, change the selections in the Heading Area, and click **Save**.

 **Note:** Notice when you click **Save** on the Budget Request page, the **Save** button remains available for another transaction. This allows you to change to a different initiative or resource recipient, edit the data, and save it to create another budget request.

Budgets similar to previous year

To create budgets similar to the prior program year's budgets, use the Budget Replication Utility. This tool is described on page 7-6.



Practice Exercise 2-1: Keying Budget Data

Overview

Turn to page A-4 in the appendix and complete Practice Exercise 2-1 to practice keying budget data. You will only key part of your initiative's budget in this exercise. You will key the remainder of the budget in a later exercise.

Printing Budgets

FMS.net provides several reports that print the details of an individual budget, an initiative's budget, or the overall HIDTA budget. You will learn more about the many reports in FMS.net in Module 3, but the table below summarizes the reports most useful during the budget process each year

<i>If you want to see ...</i>	<i>Then</i>
Detailed budget data	Use Report 4a (shows comments) or Report 4b (excludes comments)
Initiative budgets	Use Reports 4a or 4b, and select one or more initiatives.
Summary of account balances	Use any of the reports in series 4; try Report 1a for an overview.
Status of budget approvals	Use Report 6d.

¹ The Uniform Guidance is the abbreviated name for 2 *CFR, Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, December 26, 2013 and subsequent technical corrections. It applies to HIDTA awards for program year 2016 and thereafter.



Practice Exercise 2-2: Continue Keying a Saved Budget

Overview

Turn to page A-6 in the appendix, and complete Practice Exercise 2-2. This exercise completes the budget request you began earlier in Exercise 2-1.



Practice Exercise 2-3: Duplicating Same Year Budgets

Overview

Turn to page A-7 in the appendix, and complete Practice Exercise 2-3. This exercise copies data from Thunder Bay Police Department's budget to create two new individual budgets.

Budget Approval Page

The Budget Approval page lists all budgets keyed for a given program year, and it is useful to do many things in addition to approving budgets. For each budget listed on this page, you can:

- View, edits, or delete if each budget unapproved
- Approve or reject the budget
- View budget data in several summary formats or export the individual budgets to Excel for further formatting, summary, or distribution to those who are not FMS.net users

Budget Approval

HIDTA Retrieve Save

Program Year Check All Approvals A

Approval Level Check All Rejections

This page reflects Input budgets for the selected year. To see the Current Budget for any year, go to HIDTA Reports.

[Export Budgets to Excel](#) B

Level	Amount	Difference
HIDTA Input	23,680,000.00	
HIDTA Approved	23,680,000.00	0.00
Analyst Approved	23,680,000.00	0.00
FMO Approved	23,680,000.00	0.00

Appvd	Reject	Open	Open	Delete	Initiative	Award Recipient	Resource Recipient	Grant/MOA	Total	Personnel	Fringe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input		(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	Flathead County Sheriff's Office	G18CB0001A	237,600.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Lakewood Police Department	G18CB0001A	252,400.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Michigan State Patrol	G18CB0001A	256,300.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Sweetwater County District Attorney	G18CB0001A	123,900.00	65,000.00	15,600.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Thunder Bay Police Department	G18CB0001A	77,000.00	0.00	0.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input		(02) Mackinaw Investigative Support Center	(02) Boulder County Sheriff's Office	Flathead County Sheriff's Office	G18CB0002A	237,600.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Lakewood Police Department	G18CB0002A	252,400.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Michigan State Patrol	G18CB0002A	256,300.00	130,000.00	31,200.00
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rpt	Input				Sweetwater County District Attorney	G18CB0002A	123,900.00	65,000.00	15,600.00

D

- A Click to approve individual budgets or click **Check All Approvals** to select all approval checkboxes at once.
- B Click here to export the listed budgets to Excel.
- C This summary data shows the aggregate effect of each stage of budget approval.
- D Click [Rpt](#) to display a Budget Query report or [Input](#) to display the Input data on the Budget Request page.

Should any approver reject a budget, FMS.net completely “demotes” it, so it has no approvals at all.

⚡ **Warning:** Be careful. You cannot reverse your approval and reject choices once they are stored in the database. If you need to reverse your approval, contact the next approver and request he or she reject the budget. One rejection clears all previous approvals.

Approving and Rejecting

For financial managers, to reject a budget is to simply leave the budget unapproved (on the Budget Approval page) and ask the budget preparer to edit and resubmit the revised version.

HIDTA directors see only the budgets that have been approved by the financial manager. HIDTA directors also see a Reject box on the Budget Approval page, and it works the same as the Approve box. Click to select the check box you need, and click **Save** when done.

Steps to Approve or Reject

1. Select the Program Year and click **Retrieve**.

FMS.net displays all budgets for the requested program year.

2. Review the budgets displayed. You can approve or reject the budgets, one by one, or you can click **Check All Approvals** to select all checkboxes (for approval) at once.
3. Click **Save**.

Editing a Budget

You can edit an unapproved budget using the **Input** data link on the Budget Approval page.

Deleting a Budget

To delete an unapproved budget, locate the budget on the Budget Approval page and click the red **X** at the budget you wish to delete.

The red **X** only appears if the budget has not been approved. Once an individual budget is approved, it cannot be deleted.

If you must delete a budget that is already approved (at any level), you can contact the next approver and request he or she reject the budget, which returns it to an unapproved status.

Printing a Summary Report

To print a summary report from the Budget Approval page, click **Rpt.** FMS.net generates a Budget Query report that is very similar to Budget Report 4a.

Data Linked to the Budget Approval Page

The Budget Query report is very similar to Report 4a in the Reports List. Clicking the **Rpt** link shows all input data for the budget request, prior to the first approval.

The **Input** link displays the input data on the original Budget Request page. This link allows financial managers to edit unapproved budgets, should changes be necessary.

Budget Approval

HIDTA: Canadian Border
 Program Year: 2019
 Approval Level: HIDTA Financial Manager

Retrieve Save
 Check All Approvals
 Check All Rejections

This page reflects Input budgets for the selected year. To see the Current Budget for any year, go to HIDTA Reports.

Level Amount Difference
 HIDTA Input 1,346,000.00

Budget Request - 2019

HIDTA: Canadian Border
 Initiative Name: (01) Intelligence Support Center
 Initiative Type: Intelligence

Award Recipient: (01) Allsville County Sheriff's Office
 Grant/MOA: G19CB0001A
 Resource Recipient: Flathead County Sheriff's Office

Retrieve Save

Appvd	Reject	Open	Open	Delete
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rpt	Input	<input type="checkbox"/>

Budget Query

HIDTA: Canadian Border
 Initiative: (01) Intelligence Support Center
 Initiative Type: Intelligence

Award Recipient: (01) Allsville County Sheriff's Office
 GRANT/MOA: G19CB0001A
 Resource Recipient: Flathead County Sheriff's Office

	Quantity	Amount	Comments
Investigative - Support	Input 3	150,000.00	
Training Coordinator	Input 1	71,000.00	
Personnel Total	4	221,000.00	
Administrative staff	Input 1	17,500.00	
Training Coordinator	Input 1	19,000.00	
Training staff	Input 2	30,000.00	
Fringe Total	4	66,500.00	
Support	Input 4	60,000.00	
Overtime Total	4	60,000.00	
Investigative/Operational	Input 4	1,400.00	
Training	Input 2	3,100.00	
Travel Total	6	4,500.00	
Grand Total	18	352,000.00	

Page 1 of 1



Practice Exercise 2-4: Approving a Budget

Overview

This exercise allows you to practice approving budgets. Turn to page A-8 in the appendix and follow the instructions.

If FMS.net doesn't list a choice you need (an initiative name, an agency name, etc.), contact the financial manager at your office, who will contact the FMS.net system administrator, if necessary.

Supplemental Budgets

Supplemental funds may or may not become available during the year.

From the ONDCP perspective, the ONDCP notifies HIDTAs that supplemental funds are available, and HIDTAs may or may not choose to submit budget requests for the additional funds.

From the perspective of the Financial Management System, supplemental budgets are handled the same as annual initiative budgets. The National HIDTA Director notifies the system administrator of the new initiatives (if any), and the fiscal analyst at ONDCP notifies the system administrator of new award numbers, if any. You cannot enter a new budget request until the FMS.net system administrator enters the initiative, award number, and such into FMS.net.

The FMS.net system administrator or ONDCP notifies the HIDTAs when supplemental budget requests can be entered into the Financial Management System.

Key Points

- The budget process begins with detailed, specific budget requests for each HIDTA participating agency of each initiative.
- The financial manager and HIDTA Director must approve each budget, before submitting the HIDTA's budget package to ONDCP.
- Should any approver reject a budget, FMS.net erases all stored approvals for that budget; it is as if the budget was keyed, but never approved by anyone.
- In FMS.net, supplemental budgets go through the same approval steps as the annual budgets, but on a different timeline.
- For budgets that are similar within the same year, simply re-save the currently displayed budget data to another resource recipient, or award recipient, or other entity.
- The Budget Approval page is used for many purposes:
 - View, edits, or delete if each budget unapproved
 - Approve or reject the budget
 - View budget data in several summary formats
 - Export the individual budgets to Excel for further formatting, summary, or distribution to those who are not FMS.net users



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 3: Reports

Learning Outcomes

At the end of this module, participants will be able to:

- Select reports and exact data choices to create the report you need
- Generate, display, and print individual reports for a given year and award
- Export a displayed report to .pdf, .xls, or other file format
- Generate and print a series of separate reports for Reports 4a and 4b

Overview of Reports

FMS.net provides over 30 reports and more are added on an ongoing basis as users request new reports. This module describes how to generate reports using FMS.net; it does not describe each individual report.

To see examples of each report, review Appendix B. However, the reports at your HIDTA can look very different depending on how your HIDTA is organized (e.g., number of award recipients, number of initiatives, etc.).

Two Types of Report Output

FMS.net provides the output of the report you request in one of two formats, depending on the report you choose.

- Report is exported to and displayed in Excel – to allow you to reformat the report settings using Excel’s print settings.
- Report is displayed in FMS.net – to provide you a reporting toolbar that allows you to export the report, use the Find feature to locate data, and more. This window is referred to as the *Report View* window.

Where to Find Reports

FMS.net provides numerous reports at various locations as you work.

- Reports Menu
 - HIDTA Reports (33 reports)
 - Status Reports (3 reports)
- Transaction reports
 - Reprogramming transactions
 - Pending transactions, from a filtered Disbursements Approval page
- Data links to data reports
 - Budget Query report, from the Budget Approval page
 - History reports, from Disbursement Request page balances link and others

**Best Practice:**

Before printing from the browser’s menu, go to the browser’s menu and choose **File ... Page Setup** and change the paper orientation to Landscape. Landscape more closely matches your screen size.

Printing

You can print any report after it is exported to Excel, of course, and you can print from the Report View window that FMS.net uses to display some reports – when the reports toolbar is provided.

In addition to these printing methods, you can also use the **File ... Print** command from your browser's window, but results are not necessarily formatted to fit on a single page width, so this option has only limited usefulness.

HIDTA Reports Page

The HIDTA Reports page is divided into two panels: the Report List (left side) and the Data Selection Panel (right side).

Report List

The Report List appears at the left of the HIDTA Reports page. Here, reports are grouped into general categories, and each report is given a “report number” such as Report 1a, Report 1b, or Report 1c. This provides an easy way to reference the report, without using the full, lengthy report title.

Data Selection Panel

Click in the right side of the page to make data selections for what will be included in the report you create. You can, for example, change the program year, choose one or more initiatives, and make other choices. Different reports provide different data selection choices.

The screenshot displays the HIDTA Reports interface. On the left is the 'Report List' panel, and on the right is the 'Data Selection Panel'.

HIDTA Reports

Report List (Left Panel):

- Summary**
 - 1a. HIDTA Summary
 - 1b. Initiative Summary By AR
 - 1c. Initiative Summary By RR
- Grant Balance**
 - 2a. Grant Balance By AR
 - 2b. Grant Balance By Initiative
 - 2c. Grant Balance By Initiative and AR
 - 2d. Grant Balance by Initiative, AR and RR
 - 2e. Grant Balance By AR and Initiative
 - 2f. Grant Balance By Initiative and AR Three Years (R)
 - 2g. Grant Balance by Initiative and AR Three Years (C)
- Analysis**
 - 3a. Analysis of ARs (w - Drill down)
 - 3b. Analysis of RRs (w - Drill down)
 - 3c. Analysis of Initiatives (w - Drill down)
- Budget Detail**

Data Selection Panel (Right Panel):

1a. HIDTA Summary

Year: 2018 (dropdown)

Budget Version: Current Budget (net of approved transactions) (dropdown)

Initiative: ☐ Select All (0 items checked)

- ☒ (01) Intelligence Support Center
- ☐ (02) Mackinaw Investigative Support Center
- ☒ (03) Central ISC
- ☐ (04) GRAMNET
- ☒ (05) Green Bay Investigation Support Unit
- ☐ (06) Post-seizure Analysis
- ☐ (07) Niagara Falls Intelligence Unit

Run Report (button)

Report List

Data Selection Panel

Notice that some reports, like the one below, allow you several options in the Data Selection panel to include or exclude data and in cases, to request levels of detail and prioritize the layers of data (or groups) that appear on the report.

HIDTA Reports

Summary

- 1a. HIDTA Summary
- 1b. Initiative Summary By AR
- 1c. Initiative Summary By RR

Grant Balance

- 2a. Grant Balance By AR
- 2b. Grant Balance By Initiative
- 2c. Grant Balance By Initiative and AR
- 2d. Grant Balance by Initiative, AR and RR
- 2e. Grant Balance By AR and Initiative
- 2f. Grant Balance By Initiative and AR Three Years (R)
- 2g. Grant Balance by Initiative and AR Three Years (C)

Analysis

- 3a. Analysis of ARs (w - Drill down)
- 3b. Analysis of RRs (w - Drill down)
- 3c. Analysis of Initiatives (w - Drill down)

Budget Detail

- 4a. Budget Detail
- 4b. Budget Detail - No Comments
- 4c. Budget Detail - Selected Initiatives
- 4d. Budget Detail - Three Year Trend

Validation

- 5a. Grant Information - Award Recipient
- 5b. Award Recipient Validation
- 5c. Resource Recipient Validation
- 5d. Initiative Validation
- 5e. Expiring Grants

History

- 6a. Reprogramming Approval History
- 6b. Disbursement Approval History
- 6c. Extension Approval History

2d. Grant Balance by Initiative, AR and RR

Year 2018

Initiative

- ☐ Select All (0 items checked)
- ☒ (01) Intelligence Support Center
- ☒ (02) Mackinaw Investigative Support Center
- ☐ (03) Central ISC
- ☐ (04) GRAMNET
- ☐ (05) Green Bay Investigation Support Unit
- ☐ (06) Post-seizure Analysis
- ☐ (07) Niagara Falls Intelligence Unit

Award Recipient

- ☐ Select All (0 items checked)
- ☒ (01) Allsville County Sheriff's Office (G18CB0001A)
- ☒ (02) Boulder County Sheriff's Office (G18CB0002A)
- ☐ (03) Cascade County Sheriff's Office (G18CB0003A)
- ☐ (04) Davis County Sheriff's Office (G18CB0004A)
- ☐ (05) Douglas County Government (G18CB0005A)
- ☐ (06) Flathead County Sheriff's Office (G18CB0006A)
- ☐ (07) Fortsboro Police Department (G18CB0007A)

Transactions Cut-Off Date 02/28/2018 (mm/dd/yyyy)

☐ Exclude Federal Awards

☒ Suppress rows with no available balance

Group 1 Initiative

Group 2 Resource Recipient

Group 3 Initiative

Run Report

- A** The report will include only transactions up to and including the date you key.
- B** These choices can reduce the length of the report, and save printing time and cost.
- C** You choose the priority order of each level of data; these are known as sort keys, i.e., sort by initiative, then sort by resource recipient, etc.

Creating a Report

HIDTA Reports

Summary

- 1a. HIDTA Summary
- 1b. Initiative Summary By AR
- 1c. Initiative Summary By RR

Grant Balance

- 2a. Grant Balance By AR
- 2b. Grant Balance By Initiative
- 2c. Grant Balance By Initiative and AR
- 2d. Grant Balance by Initiative, AR and RR
- 2e. Grant Balance By AR and Initiative
- 2f. Grant Balance By Initiative and AR Three Years (R)
- 2g. Grant Balance by Initiative and AR Three Years (C)

Analysis

- 3a. Analysis of ARs (w - Drill down)
- 3b. Analysis of RRs (w - Drill down)
- 3c. Analysis of Initiatives (w - Drill down)

Budget Detail

- 4a. Budget Detail
- 4b. Budget Detail - No Comments
- 4c. Budget Detail - Selected Initiatives
- 4d. Budget Detail - Three Year Trend

Validation

- 5a. Grant Information - Award Recipient
- 5b. Award Recipient Validation
- 5c. Resource Recipient Validation
- 5d. Initiative Validation
- 5e. Expiring Grants

2c. Grant Balance By Initiative and AR

Year

Initiative ☒ Select All (0 items checked)

- ☒ (01) Intelligence Support Center
- ☒ (02) Mackinaw Investigative Support Center
- ☒ (03) Central ISC
- ☒ (04) GRAMNET
- ☒ (05) Green Bay Investigation Support Unit
- ☒ (06) Post-seizure Analysis
- ☒ (07) Niagara Falls Intelligence Unit

Transactions Cut-Off Date
(mm/dd/yyyy)

☐ Exclude Federal Awards

☒ Suppress rows with no available balance

Steps

1. From the Menu Bar, choose **Reports ... HIDTA Reports**.

FMS.net displays the HIDTA Reports page.


2. In the Report List on the left, click to select a report. Scroll down if needed to see all reports.

FMS.net displays the Data Selection panel for the report you selected.

3. Complete the Data Selection panel, and click **Run Report**.

FMS.net generates the report, prompts for you to open or Save the Excel file. Most users choose Open to review the report results before saving the Excel file.

4. Review the report output, and print or save it as you wish.

 **Note:** Should you change Excel's print settings such as margins, footers, column widths, etc., be sure to save your work for future use. When new data is available, you can copy and paste values into the saved pre-formatted worksheet.



Practice Exercise 3-1: Generating Reports

Overview

Turn to page A-8 in the appendix and complete Practice Exercise 3-1. In this exercise, you will create several reports for your initiative, but you will not save them on your computer.

The Report Viewer

The Report Viewer provides immediate viewing of small-scale reports, such as the reports linked to a FMS.net page. The two report links on the Reprogramming Manager page, for example, display reports based on the current transaction in a Report Viewer. This saves time because the user doesn't have to navigate to the HIDTA Reports List, choose a report, and describe the data he wishes to see.

Reprogramming Manager

[New](#) | [Search](#) | [Save](#) | [Save/New ID](#) | [Submit for Approval](#) | [Report](#) | [Refresh](#) | [Delete](#)

ID: [Search](#)

[Add Line](#)

ID

HIDTA Internal ID

Justification Change in vendor; requested by V. Wellesley
444 characters remaining.

FY	Award Recipient	Copy	Edit	Delete	Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount		
					Before	After						Increase	Decrease	
1 2018	(01) Allsville County Sheriff's Office					34,850.00	22,850.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.FlatheadSO	Services	200 characters remaining.		12,000.00
2 2018	(01) Allsville County Sheriff's Office					27,000.00	39,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.LakewoodPD	Services		12,000.00	

1 of 1 | [Find](#) | [Next](#)

4a. Budget Detail

2018 - Canadian Border
(01) Intelligence Support Center

Current Budget (net of reprogrammed funds) \$947,200.00

Personnel	Quantity	Amount	Comments
Attorney	1	\$65,000.00	
Investigative - Support	6	\$390,000.00	
Total Personnel	7	\$455,000.00	

Fringe	Quantity	Amount	Comments
Attorney	1	\$15,600.00	
Investigative - support	6	\$93,600.00	
Total Fringe	7	\$109,200.00	

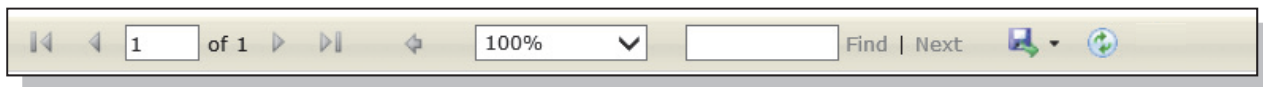
Overtime	Quantity	Amount	Comments
Support	10	\$91,500.00	
Total Overtime	10	\$91,500.00	

Travel	Quantity	Amount	Comments
Investigative/Operational	17	\$25,000.00	
Training	8	\$12,000.00	
Travel		(\$9,000.00)	
Total Travel	25	\$28,000.00	

Report Viewer
(opens in a new window)

Using the Toolbar

The Report Viewer provides a toolbar at the top of the window for performing basic tasks such as navigating and printing.



Scroll through pages

Zoom

Find utility

Export utility

Return to parent

Refresh data

Scroll through pages

These buttons allow you to return to the first page, advance to the last page, and to turn pages one by one forward and backward. You can also type in the exact page number you wish to view and press **Enter**.

Return to parent

The button is active only if the current report is a drill-down of another (parent) report. Use this button to return to the parent report.

Zoom

You can change the zoom by selecting a scale from the drop down list.

Find utility

There are two Find utilities available to most users: Find feature on the Report Viewer toolbar and the Find feature provided by your Internet browser program.

We discuss only the toolbar's Find feature.

Find feature from the Report Viewer toolbar

1. Type the text you want FMS.net to locate in the report and press <Enter> or click **Find**.

FMS.net locates the first occurrence of the text within the report and highlights the text.

2. Click **Next** to continue to the next occurrence, if desired.

Export utility

The Export utility allows you to convert the report to various file formats; this utility is described on page 3-14.

Refresh

This button refreshes the report with current data (should you suspect the data may have changed since you generated the report).

Exporting Reports

When working from the HIDTA Reports List, FMS.net automatically exports most reports to Excel. For some reports, such as Reports 4a, 4b, and 4d, FMS.net creates a .pdf file of Reports 4a, 4b, and 4d if you choose to print a series of reports.

When FMS.net displays a report in the Report Viewer, however, you have the option of exporting the report in the file format of your choice. The best choice will vary from user to user, depending on how you want to use the exported file.

- XML file with report data
- CVS (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Steps

1. Select a file format to export using the list of choices on the toolbar.
2. Click **Export**.

FMS.net prompts you to open or save the file.

Do you want to open or save **GrantBalanceByInitandARandRR.pdf** from portal.hidta.net?

Open

Save



Cancel



3. Click **Open** (using the file's native program) or **Save** (and provide a file name and folder location on your computer).
4. Follow the remaining prompts as desired for the file created.

Creating a Series of Separate Reports

Best Practice:

After ONDCP awards HIDTA funds for a new program year, create a series of separate reports and distribute to their respective initiative managers.

Reports 4a, 4b, and 4d provide an option to create a series of separate reports for each initiative and resource recipient. This single command can generate dozens of individual budget reports. Many financial managers use this feature after all individual budgets are keyed, so others such as initiative commanders and Executive Board members can review all budgets in detail.

HIDTA Reports

Summary

- 1a. HIDTA Summary
- 1b. Initiative Summary By AR
- 1c. Initiative Summary By RR

Grant Balance

- 2a. Grant Balance By AR
- 2b. Grant Balance By Initiative
- 2c. Grant Balance By Initiative and AR
- 2d. Grant Balance by Initiative, AR and RR
- 2e. Grant Balance By AR and Initiative
- 2f. Grant Balance By Initiative and AR Three Years (R)
- 2g. Grant Balance by Initiative and AR Three Years (C)

Analysis

- 3a. Analysis of ARs (w - Drill down)
- 3b. Analysis of RRs (w - Drill down)
- 3c. Analysis of Initiatives (w - Drill down)

Budget Detail

- 4a. Budget Detail
- 4b. Budget Detail - No Comments
- 4c. Budget Detail - Selected Initiatives
- 4d. Budget Detail - Three Year Trend

Validation

- 5a. Grant Information - Award Recipient
- 5b. Award Recipient Validation
- 5c. Resource Recipient Validation
- 5d. Initiative Validation
- 5e. Expiring Grants

4a. Budget Detail

Year: 2018

Budget Version: Awarded Budget (as approved by ONDCP)

A ☒ Create separate reports for each. Export to: **B** PDF

Initiative

- ☒ Select All (0 items checked)
- ☒ (01) Intelligence Support Center
- ☒ (02) Mackinaw Investigative Support Center
- ☒ (03) Central ISC
- ☒ (04) GRAMNET
- ☒ (05) Green Bay Investigation Support Unit
- ☒ (06) Post-seizure Analysis
- ☒ (07) Niagara Falls Intelligence Unit

Award Recipient

- ☒ Select All (0 items checked)
- ☒ (01) Allsville County Sheriff's Office (G18CB0001A)
- ☒ (02) Boulder County Sheriff's Office (G18CB0002A)
- ☒ (03) Cascade County Sheriff's Office (G18CB0003A)
- ☒ (04) Davis County Sheriff's Office (G18CB0004A)
- ☒ (05) Douglas County Government (G18CB0005A)
- ☒ (06) Flathead County Sheriff's Office (G18CB0006A)
- ☒ (07) Fortsboro Police Department (G18CB0007A)

Resource Recipient

- ☒ Select All (0 items checked)
- ☒ Flathead County Sheriff's Office
- ☒ Lakewood Police Department
- ☒ Michigan State Patrol

A This creates separate reports (in either output format: .pdf or in Excel as separate worksheets).

B Most users choose .pdf format when creating separate reports.

Status Reports

The Status Reports page lists two reports that are transaction history reports. These reports allow you to see the approvals that have been recorded for the transactions submitted to FMS.net for approval.

There are three status reports:

- Budget Status
- Extensions Status
- Reprogramming Status

Other Ways to See Status

FMS.net provides a set of transaction history reports (report series 6) to see status of all transactions in FMS.net. In addition, FMS.net has selected status information on the Dashboard on your Home page.

<i>To view the status of these transactions ...</i>	<i>See</i>
Budget	Report 6d Status Report Budget Statistics on the Home page.
Disbursement	Report 6b Disbursement Approval page Dashboard on the Home page lists only open advances (not yet reconciled) with data links to each transaction's Advance Actuals page.
Reprogramming	Report 6a Status Report Dashboard on the Home page shows reprogramming transactions awaiting your approval.
Extension	Use Report 6c Status Report Dashboard on the Home page shows all extension requests awaiting your approval.

Extension Status Report

This menu choice begins with a data selection page, and the report generated from your selections is displayed within this Web page.

FMS.net provides a report toolbar to assist you in viewing, navigating, and exporting the report output.

Extension Status Report

Year: 2017

* When clicking a report link, use the browser navigation buttons to return to original report

1 of 1 Find | Next

Extension Status

HIDTA	Grant	HIDTA				ONDCP	
		Financial Manager	Director	Program Review	National Direct		
Canadian Border	G17CB0001A	✓ 04/08/2018	stu1_fm	✓ 04/08/2018	stu1_dir		
	G17CB0002A						
	G17CB0017A	✓ 04/08/2018	stu1_fm	✓ 04/08/2018	stu1_dir		

4/8/2018 2:50:25 PM

1. From the Menu Bar, choose **Reports ... Status Reports ... Extension Status**.
2. Choose the program year you wish to view, and click **Run Report**.

FMS.net generates the report and adds the Report Viewer to the current page.

Reprogramming Status Report

This menu choice begins with a data selection header (shown below), and the generated report generated is displayed in the lower portion of screen.

Reprogramming Status Report

Type:

* When clicking a report link, use the browser navigation buttons to return to original report

1 of 1 Find | Next

Reprogramming Status Report

Canadian Border

HIDTA	ID	Type	FM	HIDTA DIR	NHPO	NAT DIR
Canadian Border	10051	HIDTA	✓ 04/08/2018 stu1_fm			
	10053	HIDTA	✓ 04/08/2018 stu1_fm			
	10070	HIDTA				

4/8/2018 3:01:13 PM

1. From the Menu Bar, choose **Reports ... Status Reports ... Reprogramming Status**.
2. Choose Type of transactions you wish to view, and click **Run Report**.

FMS.net displays the output in the Report Viewer with a toolbar to assist you in viewing, navigating, and exporting the report output.

Key Points

- There are several types of reports in FMS.net:
 - HIDTA reports
 - Status reports
 - Transaction reports
- Almost all of the reports on the Report List are automatically exported to Excel, so you can work further with the data, reformat the reports, or use any of Excel's many features.
- When a report is displayed in the Report Viewer, you can use the report toolbar to export the report to any of several different file formats.
- You can generate a series of separate reports for Report 4a, 4b and 4d.



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 4: Disbursements

Learning Outcomes

At the end of this module, participants will be able to:

- Explain the process for recording disbursements (for reimbursements and advances)
- Record and save a disbursement request
- Display a list of all disbursement requests for a given program year, using available filters to reduce the list
- Display details, edit, and delete disbursement requests
- Display to research the underlying transactions of disbursement balances
- Print the Detailed Expenditure Worksheet
- Print the Pending Transactions Report from the Disbursement Request page

Overview of Disbursements

There are two essential software tools used in the disbursement process.

PMS Payment Management System (PMS²) provides
 online drawdowns of HIDTA grant funds

FMS.net records expenditures, by account, of HIDTA awards

Who Does What

An authorized fiscal officer at the fiduciary agency uses PMS, but who uses FMS.net to record the expenditures varies. In some cases, the fiduciary agency's fiscal office records the expenditures (that match the funds received) in FMS.net. In other cases, the HIDTA's financial manager records the expenditure data in FMS.net.

Two Types of Disbursements

There are two types of disbursement transactions possible, and some HIDTAs use both types, and some use only one. There are strict rules for advance transactions, so reimbursement transactions are most common.

Reimbursement

Reimbursement transactions represent the fiduciary agency's reimbursement of funds the fiduciary agency has already expended on behalf of HIDTA.

Advance

Advance transactions represent funds transferred immediately before the fiduciary spends on behalf of HIDTA. When talking about advance transactions in FMS.net, you can refer to one of two types:

² PMS is a Web-based program that allows recipients of federal grants to request payment (transfers to the award recipient's bank account). The Division of Payment Management of Health and Human Services manages access and provides support to PMS users.

Disbursement is the generic term to refer to both reimbursements and advances.

Request – The request for an advance allows the funds to be drawn from the Payment Management System into the grantee’s bank account. After approval at the NHAC, FMS.net deducts the requested amounts from each account’s Available Balance.

Actual – The actual transaction in FMS.net records the actual expenditures for each account, and after review and approval at the NHAC, FMS.net posts adjustments, if any, to the affected accounts.

Disbursement ID Numbers

There are two ID numbers associated with disbursements.

Disbursement ID number

Similar to other transactions, FMS.net assigns an identification number, called a Disbursement ID, to each disbursement request. You may want to record this ID number at the conclusion of each transaction; it may be useful when locating the transaction within a long list of disbursement transactions for the year.

HIDTA internal ID

FMS.net allows users to key an identifying number that is useful for tracking the disbursement at the local HIDTA. This field is optional, but many users find it helpful to cross reference each FMS.net transaction to their accounting or tracking system.

PMS Transaction Numbers

Record the PMS transaction number for each funds request in PMS. The number is required entry for recording the corresponding disbursement transaction in FMS.net.

Save vs. Submit

As you key a disbursement request, choose to save your work if you want to continue editing later, or choose to submit if you are finished and ready for the NHAC to begin the review and approval process.

Supporting Documentation

When recording disbursement requests in FMS.net, the fiduciary (or financial manager) must also submit receipts and other documentation to the NHAC accounting staff as proof of each expenditure³. You choose how you want to provide these receipts:

- Paper documents
- Electronic files (.pdf), via either of these secured paths
 - ftp site listed below for users of VPN
 - HIDTA.net menu, via a link provided to some FMS users

Submitting documents electronically

The NHAC provides an FTP folder for submitting supporting documents for disbursement requests. Using the Web address below, copy and paste .pdf file(s) from your local computer into the FTP folder, and notify the NHAC that your documents are there.

To navigate to the FTP folder, first you must have secure access via the VPN client (software) on your computer. Then, type this into the Internet Explorer (or any browser program) address bar:

<ftp://162.143.41.151>

Contact the NHAC accounting staff for assistance in using the FTP folder.

³ The NHAC Finance Unit performs external review of all expenditure documentation on behalf of ONDCP.

Disbursement Request Page

Financial managers and fiscal officers of the fiduciary agency use the Disbursement Request page to record new transactions. The Disbursement Request page has unique parts and characteristics that you should know about before using this page.

Account Balances

The balances displayed on each Disbursement Request page are current and relevant only to that one disbursement transaction. The balances **do not** reflect balances that take into account **pending** disbursements recorded earlier in FMS.net.

Available Balance

The **Available** column represents the initial Awarded Budget (start of the award period) net of the approved reprogramming entries and approved disbursements for the grant. It does not reflect pending transactions of any type.

Current Balance

The **Balance** column represents the effect of the one disbursement transaction on the available balance. This is a pro forma balance, showing the effect of this single disbursement request, if approved.

Requestor

stu1_fm

Request Date

3/27/2018

HIDTA

Canadian Border

Award Recipient

(01) Allsville County Sheriff's Office

Grant

G18CB0001A

Request Type

Reimbursement

Retrieve

Save

Submit

Grant Start Date

1/1/2018

Grant End Date

12/31/2019

PMS Transaction Number

119003998012

Enter Number Again

119003998012

Expenditure Period From

03/01/18

To

03/27/18

HIDTA Internal ID

Award Total

947,200.00

Available Grant Balance

830,200.00

Request Total

94,122.00

Comment

[Blank Disbursement Worksheet](#)
[View Pending Transactions](#)

If you have trouble viewing the balances, please click this link to use the prior version of the Request page.

Initiative	Personnel			Fringe			Overtime		
	Available	Request	Balance	Available	Request	Balance	Available	Request	Balance
(01) Intelligence Support Center	405,000.00	73,524.00	331,476.00	95,200.00	18,755.00	76,445.00	91,500.00	1,843.00	89,657.00
Total	405,000.00	73,524.00	331,476.00	95,200.00	18,755.00	76,445.00	91,500.00	1,843.00	89,657.00

- A** Before the current requested amount.
- B** After the current requested amount.

Negative Balances

Red cells in FMS.net represent negative account balances. However, there are two different causes of negative balances, and FMS.net handles each differently.

Initially displayed by FMS.net

If the negative balance appears when FMS.net initially displays all account balances on the page, then FMS.net allows you to continue and save your work when complete, as long as you do not key data to the negative account. Similarly, the NHAC staff cannot approve a disbursement that creates a negative balance, but they can approve requests that do not have values in the accounts with negative balances.

Displayed after you key a cell entry

If your cell entry creates a negative balance, FMS.net will not allow the transaction to proceed; you cannot save your work with this type of negative balance.

Resolving negative balances

To resolve a negative account balance, you must either return funds to the account (via a disbursement transaction⁴) or reprogram funds into the account (via a reprogramming transaction). If you aren't certain which is appropriate, the NHAC accounting staff will work with you to decide which is appropriate for your circumstances.

⁴ This might occur when recording the actual expenses of an advance. FMS.net may adjust the account balance if the advance funds were not expended as planned (and requested).

Data Links on the Disbursement Request Page

The Disbursement Request page provides several links to tools and data to assist you as you work.

Blank Disbursement Worksheet

Click the link, [Blank Disbursement Worksheet](#), to download an Excel worksheet (complete with formulas to calculate the totals); use this to summarize your expenditure receipts and send it along with the receipts as the cover page to the batch.

View Pending Transactions

Click the link, [View Pending Transactions](#), to view a report of pending transactions for the current grant displayed on the page. Both pending disbursements and reprogramming transactions are shown on the report, so you can see what to expect in the future, as these pending transactions get approved and posted to the accounts.

Account Balance History

Click any Balance number – each is a data link – to view the account's historical data in a separate window, the Transaction History window. This window displays the history of transactions that caused the displayed balance: the history of reprogramming transactions, reimbursement transactions, and advance transactions posted to the account.

These linked data reports are shown on the following page.

Module 4: Disbursement

The screenshot displays the 'DEW [Read-Only] [Compatibility Mode] - Excel' window. The main form is titled 'DETAILED EXPENDITURE WORKSHEET' and includes fields for Grant #, DPM / PMS #, Date, Requestor, and Initiative Name. A 'Disbursement Request' form is overlaid, showing fields for Requestor, Request Date, Grant Start/End Dates, HIDTA, Award Recipient, Grant, Request Type, and a Comment box. Below the form is a table of account balances for Personnel, Fringe, and Overtime. A 'Pending Transactions' table is also visible, showing transactions for the Initiative (01) Allsville County Sheriff's Office - G17CB0001A. Callout A points to a link 'Blank Disbursement Worksheet', Callout B points to a link 'View Pending Transactions', and Callout C points to underlined account balance values in the table.

Initiative	Available	Request	Balance	Available	Request	Balance	Available	Request	Balance
(01) Intelligence Support Center	473,000.00	0.00	<u>473,000.00</u>	95,200.00	0.00	<u>95,200.00</u>	91,500.00	0.00	<u>91,500.00</u>
Total	473,000.00	0.00	<u>473,000.00</u>	95,200.00	0.00	<u>95,200.00</u>	91,500.00	0.00	<u>91,500.00</u>

Initiative	Award	Account	Trans Type	ID	Amount
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office - G17CB0001A	Personnel	Current Budget		473,000.00
			Reprogramming	10051	-20,000.00
			Total	10101	393,000.00
		Overtime	Current Budget		91,500.00
			Reprogramming	10051	20,000.00
			Total		111,500.00
Facilities	Current Budget		49,000.00		
	Reprogramming	10101	60,000.00		

- A** Link reads, Blank Disbursement Worksheet.
- B** Link reads, View Pending Transactions.
- C** Each account balance is underlined to indicate a data link is available.

Scroll to View Entire Contents

The Disbursement Request page contains more data than can fit on your computer screen, so you must scroll to view the entire page. Scroll down first, so you can see the horizontal scroll bar to scroll to the right.

The page provides its own scroll bar for scrolling right to view all columns. (This scroll bar is not part of the browser window.) To locate the horizontal scroll bar on the page, scroll down below the last row of data.

Requestor

stu1_fm

Request Date

03/29/2018

HIDTA

Canadian Border

Award Recipient

(01) Allsville County Sheriff's Office

Grant

G17CB0001A

Request Type

Reimbursement

Retrieve

Save

Submit

Grant Start Date

1/1/2017

Grant End Date

12/31/2018

PMS Transaction Number

Enter Number Again

Expenditure Period From

To

HIDTA Internal ID

Award Total

Available Grant Balance

Request Total

Comment

500 characters remaining.

[Blank Disbursement Worksheet](#)
[View Pending Transactions](#)

Initiative	Available	Personnel Request	Balance	Available	Fringe Request	Balance	Available	Overtime Request	Balance	Available	Travel Request
(01) Intelligence Support Center	473,000.00		473,000.00	95,200.00		95,200.00	91,500.00		91,500.00	-5,000.00	
Total	473,000.00		473,000.00	95,200.00		95,200.00	91,500.00		91,500.00	-5,000.00	


Open Advances

ID	Grant #	PMS #	Amount	Submitted	Days Elapsed
200001	G18CB0001A	99900026	117,000.00	13	
200002	G18CB0002A	99900027	117,000.00	13	
200003	G18CB0003A	99900028	117,000.00	13	
200004	G18CB0004A	99900029	117,000.00	13	
200005	G18CB0005A	99900030	117,000.00	13	

- A** Scroll down the page to locate the horizontal scroll bar – required to scroll right to view all columns on the page.
- B** Open advances are displayed at the bottom of the page, in the Open Advances status box; it displays the same entries as the ones shown on the financial manager's Home page.

The Reimbursement Process

HIDTAs often have slight differences in their processing of grant disbursements, depending on the fiduciary's internal processes for managing grant funds.

 **Note:** Notice that we refer to the fiduciary's staff member as the *grantee*, which is another name for the fiduciary agency or its fiscal officer. Also, HIDTAs may differ in who does what portion of this process – the grantee or the HIDTA financial manager.

As we discuss the process for recording a disbursement request in the Financial Management System, notice the process involves the Payment Management System (PMS) described earlier in this module.

Step 1: Gather receipts and subtotal

As resource recipients spend money for HIDTA-approved purchases, they submit receipts and other required documentation to the fiduciary's accounting staff or to the HIDTA financial manager. The grantee collects the receipts (maybe monthly, maybe more often), sorts the receipts by initiative and account, and calculates a subtotal for each account for each initiative.

The cover sheet for the receipts, the Detailed Expenditure Worksheet, can be created in the next step by FMS.net.

Step 2: Begin the disbursement request in FMS.net

The grantee logs in to FMS.net and displays the Disbursement Request page to begin the disbursement request.

The grantee can complete the Disbursement Request page directly, if the subtotals for each initiative and each account are already calculated. The grantee prints out the FMS.net page (Disbursement Request screen) to serve as the cover sheet for the batch of receipts submitted to the NHAC.

OR



Best Practice:

Keep track of spending at a detailed level: by initiative and by account. Also, keep receipts sorted by accounts.

For training purposes, we refer to the batch of supporting documents (receipts) plus the printed Detailed Expenditure Worksheet (that provides a recap of the receipts) as the *supporting documents*.

Disbursement Worksheet is another name for the *Detailed Expenditure Worksheet*.

The link, [Blank Disbursement Worksheet](#), creates a blank *Detailed Expenditure Worksheet* in Excel format. Use it to prepare the Detailed Expenditure Worksheet that serves as a cover sheet to the batch of documents you are submitting.

The Payment Management System (PMS) allows grantees to request grant funds online. PMS is operated by HHS, the Division of Payment Management.

Step 2 – continued


The grantee clicks the link, [Blank Disbursement Worksheet](#), and downloads to Excel a blank Detailed Expenditure Worksheet– to assist in recording the amounts and calculating subtotals. The grantee keys the Disbursement Request in FMS.net, using the Detailed Expenditure Worksheet completed in Excel.

Complete a separate Disbursement Request for each grant, but several initiatives of a grant can be recorded on a single Disbursement Request.

Step 3: Submit a payment request in PMS

Using the completed Detail Expenditure Worksheet from Excel or a printed copy of the Disbursement Request from FMs.net as the data source, key a payment request in PMS.

Print the confirmation screen (that shows the PMS transaction number) for recordkeeping.

 **Note:** If the HIDTA Financial Manager is completing the Disbursement Request in FMS.net, the fiduciary must fax or send a scanned copy of the PMS confirmation screen (with the confirmation number) to the HIDTA financial manager. The PMS transaction number is required to **Submit** a Disbursement Request for processing.

Step 4: Complete the disbursement request in FMS.net

With the printed confirmation screen from PMS, the financial manager or the grantee completes the disbursement request in FMS.net, including the PMS transaction number. Once all of the data is keyed, the FMS.net user clicks **Submit** to begin the review and approval process at the NHAC.



Best Practice:

Save time by batching several initiative reimbursements together. You can submit expenditures for multiple initiatives in a single request as long as each batch represents one grant.



Best Practice:

Key and submit the disbursement request in FMS.net immediately after requesting the drawdown in PMS. Do not delay.

Step 5: Send the supporting documents to NHAC

Immediately after submitting the disbursement transaction in FMS.net, either the grantee or the HIDTA financial manager sends the supporting documents to the NHAC, with the completed Detailed Expenditure Worksheet attached as a cover sheet for the bundle. (See page C-4 of this guide for a sample.)

The grantee may or may not scan receipts and create a .pdf file of the supporting documentation, but the exact process for archiving documentation doesn't change the way the fiscal officer uses FMS.net. The grantee either sends paper copies of the receipts by FedEx or uploads an electronic file (.pdf) of the scanned receipts to the NHAC's ftp website.

Step 6: Review and approve the disbursement and payment requests

The NHAC accounting staff reviews the disbursement request and its supporting documentation to ensure policy compliance, approves it, and releases it to the NHAC accounting manager for further review and approval.

The NHAC accounting manager records an approval in two programs:

- PMS – to release the grant funds (and generate an electronic funds transfer of funds into the fiduciary's bank account)
- FMS.net – to update the budget balances

Creating Disbursement Requests

After recording the payment request in the Payment Management System, use the printed copy of the screen (that shows the amount and the PMS transaction number) as you perform these steps.

1. From the Menu Bar, choose **Requests ... Disbursement Request**.
2. Complete the Heading Area (Award Recipient, Grant Number, and Request Type), and click **Retrieve**.

FMS.net displays the available balances for each account, for each initiative funded by the grant.

- ❶ **Important:** Remember the budget balances displayed do not reflect pending (unapproved) transactions. As you key, FMS.net recalculates balances based only on your each cell's entry. See page 4-7 to review the explanation of the displayed balances if necessary.

Disbursement Request

Requestor stu1_fm
Request Date 3/27/2018
Grant Start Date 1/1/2017
Grant End Date 12/31/2018

HIDTA Canadian Border
Award Recipient (01) Allsville County Sheriff's Office
Grant G17CB0001A
Request Type Reimbursement

Retrieve
Save
Submit

PMS Transaction Number
Enter Number Again
Expenditure Period From
To
HIDTA Internal ID
Award Total 947,200.00
Available Grant Balance 830,200.00
Request Total 0.00

Comment

[Blank Disbursement Worksheet](#)
[View Pending Transactions](#)

If you have trouble viewing the balances, please click this link to use the prior version of the Request page.

Initiative	Personnel			Fringe			Overtime		
	Available	Request	Balance	Available	Request	Balance	Available	Request	Balance
(01) Intelligence Support Center	473,000.00	0.00	473,000.00	95,200.00	0.00	95,200.00	91,500.00	0.00	91,500.00
Total	473,000.00	0.00	473,000.00	95,200.00	0.00	95,200.00	91,500.00	0.00	91,500.00

3. Complete the Disbursement Request page.

FMS.net recalculates each account's (pro forma) balance as you key each dollar amount.

4. Click **Submit** to save and submit the request to the NHAC. Send the supporting documentation to the NHAC immediately to begin the review process.

OR

Click **Save**, then click **OK** twice to confirm and complete your work. You may want to record the Disbursement ID number FMS.net displays. To continue your work later, use the Disbursement Approval page.



Practice Exercise 4-1: Keying Disbursement Requests

Overview

This exercise allows you to practice keying two disbursement requests: one advance and one reimbursement. Although advances are described in the pages that follow, you won't have any problem keying an advance. Simply select **Advance** as the Request Type.

Refer to page A-11 for detailed data you need to complete this exercise.

Disbursement Approval Page

This single page contains more data links than any other web page in FMS.net.

Many Uses, Many Users

The page is useful for many tasks in addition to submitting and approving disbursement transactions.

Grantees

If a grantee saves a disbursement request without submitting it for NHAC approval, the Disbursement Approval page allows the user to return to it for editing and submission. The many data links on this page provide many ways of quickly researching disbursements, so those who work with disbursements use this page constantly – and not just for approval.

Grantees use it to:

- Edit
- Review and research
- Submit
- Print
- Track status

NHAC staff accountants

The NHAC accounting staff members use the Disbursement Approval page constantly when processing disbursement requests and when researching occasional issues grantees may encounter.

NHAC staff accountants use it to:

- Review and approve or reject
- Research transactions history affecting accounts

Financial managers

HIDTA financial managers use it to:

- Review activities
- Research transactions history affecting accounts

Screen Layout

The Disbursement Approval page is abundantly feature-rich, so the screen is divided into segments to help you organize the data, so you can quickly locate the information you need.

Heading area

Disbursement Summary

Disbursement List

Filter for the list

transaction
transaction
transaction
transaction
transaction

Let's look at the detailed information in the Disbursement List first.

Disbursement List

The Disbursement List is actually a transactions log; it shows all disbursement transactions for a given program year. You can see all transactions for all grants: reimbursement and advance requests, and advance actuals (settlement of advances).

Keep in mind this list is used for a variety of reasons, so it also contains many data links and tools to help you research, process, and manage disbursements.

Disbursement Approval

HIDTA:

Year:

Review/Approval Level:

[+] Disbursement Summary

Filter disbursement list by: [Export Disbursements to Excel](#)

Pending Approval: ADV/RMB: Grant #: Submitted:

ID	Internal ID	Submitted	Staff	Approved Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	To	Award Period Start	End	Initial Request By	Da	
200050	011-A	DEW	✓	✓		✗	Request	G18CB0025A	99900050	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu25_fm	04/0
200049	011-A	DEW	✓	✓		✗	Request	G18CB0024A	99900049	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu24_fm	04/0
200048	011-A	DEW	✓	✓		✗	Request	G18CB0023A	99900048	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu23_fm	04/0
200047	011-A	DEW	✓	✓		✗	Request	G18CB0022A	99900047	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu22_fm	04/0
200046	011-A	DEW	✓	✓		✗	Request	G18CB0021A	99900046	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu21_fm	04/0
200045	011-A	DEW	✓	✓		✗	Request	G18CB0020A	99900045	ADV	126,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu20_fm	04/0
200044	011-A	DEW	✓	✓		✗	Request	G18CB0019A	99900044	ADV	126,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu19_fm	04/0

Steps to Display the List

1. From the Menu Bar, choose **Approvals ... Disbursement Approval**.
2. Choose the program year and click **Retrieve**.

FMS.net displays all transactions (reimbursements and advances) submitted for a program year, regardless of the disbursement submittal date.

Filtering the List

Because the Disbursement List grows very long during the year, FMS.net provides a filtering tool to help you narrow the list.

At the top of the Disbursement List, select one or more of the fields you wish to filter by and select the type of data you want to see. As you select each field's choice, FMS.net re-displays the Disbursement List to meet your filtering instructions.

Disbursement Approval

HIDTA

Canadian Border

▼

Year

2018

▼

Review/Approval Level

Requestor

▼

Retrieve

[+] Disbursement Summary

Filter disbursement list by:

Pending Approval

<All>

▼

ADV/RMB

<All>

▼

Grant #

G18CB0001A

▼

Submitted

Yes

▼

Clear Filter

Export Disbursements to Excel

ID	Internal ID	Submitted	Staff	Approved Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	To	Award Period Start	End	Initial Request By	Date
200026	011-A	DEW	✓	✓		✗	G18CB0001A	99900026	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu1_fm	04/03

A Set any of the filters using the drop-down list of choices.

B Click Clear Filter to remove all three filters at once.

Quick Filter

To help you quickly locate the transactions not yet submitted, use the quick filter link at the top left of the filter bar. The link only appears if you have unsubmitted transactions in the list.

Disbursement Approval

HIDTA

Canadian Border

▼

Year

2018

▼

Review/Approval Level

Requestor

▼

[+] Disbursement Summary

1 unsubmitted disbursements. Click to view.

Filter disbursement list by:

Pending Approval

<All>

▼

ADV/RMB

<All>

▼

Grant #

<All>

▼

Submitted

<All>

▼

ID	Internal ID	Submitted	Staff	Approved Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure P From
200050	011-A	DEW	✓	✓		✗	G18CB0025A	99900050	ADV	117,000.00	01/01/18

Data Links

The initial request for funds is linked to this page. Additionally, the completed Detailed Expenditure Worksheet (created by FMS.net when submitted) is also linked to this page.

Disbursement Approval

[+] Disbursement Summary

2 unsubmitted disbursements. Click to view

Filter disbursement list by:

Pending Approval <All> ADV/

DETAILED EXPENDITURE WORKSHEET									
Grant # G18CB0025A									
DPM/PMS # 99900050									
Period: 1/1/2018 - 2/1/2018									
Date: 3/12/2018									
Request # 011-A									
Circle one: Cash or Accrual									
Requestor: stu25_fm									
Initiative					Personnel Amount	Fringe Amount	Overtime Amount	Travel Amount	Facilities Amount
(25) Green Bay Investigation Support Unit					50,000.00	14,000.00	0.00	33,000.00	0.00
Total Requested					\$50,000.00	\$14,000.00	\$0.00	\$33,000.00	\$0.00

ID	Internal ID	Submitted	Staff	Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	Expenditure Period To	Award Period Start	Award Period End	Initial R By
200025	011-A	DEW	✓	✓	✓	Request	G18CB0025A	99900050	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu25_fm
200024	011-A	DEW	✓	✓	✓	Actual	G18CB0024A	99900049	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu24_fm
200023	011-A	DEW	✓	✓	✓	Request	G18CB0023A	99900048	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu23_fm

Disbursement Review - Initial Request

Disbursement ID 200025

Requestor stu25_fm Request Date 3/12/18

Staff Approved By cbnhac Staff Approved Date 3/12/18

Modified By Modified Date

Mgr Approved By cbnhacMGR Mgr Approved Date 3/12/18

Award Start Date 1/1/2018 Award End Date 12/31/2019 ☐ Approved ☐ Rejected

HIDTA Canadian Border Award Recipient (25) Douglas County Government Grant G18CB0025A

PMS Transaction Number 99900050 Enter Number Again 99900050

Expenditure period From 1/1/2018 to 2/1/2018

HIDTA Internal ID 011-A Request Total 117,000.00

Comment 500 characters remaining. [Print DEW](#)

☐ Show all initiatives ☐ Show all columns

Initiative	Available	Request	Total Adjustment	Balance	Available	Request	Personnel Adjustment	Balance	Available	Request	Fringe Adjustment
(25) Green Bay Investigation Support Unit	947,200.00	117,000.00	0.00	830,200.00	455,000.00	50,000.00	0.00	405,000.00	109,200.00	14,000.00	0.00
Total	947,200.00	117,000.00		830,200.00	455,000.00	50,000.00		405,000.00	109,200.00	14,000.00	

A Click Request to display the initial request. Both reimbursements and advances have this link.

Click Actual to display the page where actual expenditures are recorded for advances. FMS.net displays this link only after the advance Request is approved at the NHAC (and you are ready to reconcile advances).

Disbursement Summary

The Disbursement Summary panel above the Disbursement List allows you to see a high-level summary of the disbursement transactions for each award. Click **+** or **-** to expand or collapse the Disbursement Summary tool.

Notice many balances in the Disbursement Summary grid are underlined to indicate they have data links to display details.

HIDTA

Canadian Border

Retrieve

Year

2018

Review/Approval Level

Requestor

[-] Disbursement Summary

	Total	Total Rmb	Adv	G18CB0001A Rmb	Adv	G18CB0002A Rmb	Adv	G18CB0003A Rmb	Adv	G18CB0004A Rmb	Adv	G18CB0005A Rmb	Adv
Requested	3,138,345.00	201,345.00	2,937,000.00	<u>108,145.00</u>	<u>117,000.00</u>	<u>93,200.00</u>	<u>117,000.00</u>	<u>117,000.00</u>	<u>117,000.00</u>	<u>117,000.00</u>	<u>117,000.00</u>	<u>117,000.00</u>	<u>117,000.00</u>
Approved	(2,937,000.00)	(0.00)	(2,937,000.00)		(117,000.00)		(117,000.00)	(117,000.00)	(117,000.00)	(117,000.00)	(117,000.00)	(117,000.00)	(117,000.00)
Pending	201,345.00	201,345.00	0.00	<u>108,145.00</u>		<u>93,200.00</u>							

Filter disbursement list by:

Pending Approval

<All>

ADV/RMB

<All>

Grant #

<All>

Submitted

<All>

Clear Filter

Export Disbursements to Excel

ID	Internal ID	Submitted	Approved Staff Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	To	Award Period Start	End	Initial R By
200025	011-A	DEW	✓	✓	Request Actual	G18CB0025A	99900050	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu25_fm
200024	011-A	DEW	✓	✓										

Approved Advances

(02) Boulder County Sheriff's Office

G18CB0002A

Grant	PMS No	Initiative	Personnel	Fringe	Travel	Services	Total
				14,000.00	33,000.00	20,000.00	117,000.00
				14,000.00	33,000.00	20,000.00	117,000.00
				14,000.00	33,000.00	20,000.00	117,000.00

Pending Reimbursements

(02) Boulder County Sheriff's Office

G18CB0002A

Grant	PMS No	Initiative	Personnel	Fringe	Overtime	Total
G18CB0002A	Jan-2018 9948205942 3/20/18 06:46	(02) Mackinaw Investigative Support Center	71,500.00	20,200.00	1,500.00	<u>93,200.00</u>
		Total	71,500.00	20,200.00	1,500.00	<u>93,200.00</u>
		Grand Total	71,500.00	20,200.00	1,500.00	<u>93,200.00</u>

❗ Important:

Once transactions are approved, they cannot be edited or deleted.

Editing / Deleting Transactions

You can open and display any saved disbursement transaction using the Disbursement Approval page. (Choose **Approvals ... Disbursement Approval** from the Menu Bar.)

Requests

For reimbursement and advance requests, you can edit and delete saved and submitted transactions until the first approval is recorded.

Actuals

For advance actual transactions, you can only edit the actual transaction if it is saved but not submitted. In other words, once you submit an actual transaction, it is locked from edits as it awaits review and approval by the NHAC.

Delete

You will know which transactions are eligible for deletion by the availability of the delete icon, a red **X**. If the icon is dimmed, in gray, it cannot be deleted.

Disbursement Approval

HIDTA

Canadian Border

Retrieve

Year

2018

Review/Approval Level

Requestor

[+] Disbursement Summary

Filter disbursement list by:

Pending Approval

<All>

ADV/RMB



<All>

Grant #

G18CB0001A

Submitted

<All>

ID	Internal ID	Submitted	Staff	Approved Mgr	Adv Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	To	Award P Start
200001	011-A	DEW	✓	✓	✓	Request Actual	G18CB0001A	99900026	ADV	117,000.00	01/01/18	02/01/18	01/01/18
200053		DEW				B  Request		1198809834	RMB	2,300.00	02/01/18	02/14/18	01/01/18
200052		DEW				 Request		1198804930	RMB	105,845.00	03/01/18	03/29/18	01/01/18

- A** Click the [Request](#) or [Actual](#) data links to open these pages.
- B** Click **X** to delete this transaction. After approval, the transaction cannot be edited, so its delete button is dimmed.

Edit

Clicking **Request** or the **Actual** link opens the Initial Request page or the Advance Actuals page. The status of the data (approved, submitted, saved) determines if you can edit it or not.

When you view the request page from the Disbursement Approval page, shown below, FMS.net displays only the initiative rows and account columns used in the initial request. FMS.net hides the accounts that were not used in the request for funds.

To see all columns (accounts) and rows (initiatives) – even the ones not used initially, click the check boxes Show All Initiatives and/or Show all Columns. This may be necessary if later discover you need to key an amount into another account or initiative not previously used.

Disbursement Review - Initial Request

Disbursement ID: 200054
Requestor: stu1_fm
Request Date: 3/29/18
Modified By:
Modified Date:

Staff Approved By:
Staff Approved Date:
Mgr Approved By:
Mgr Approved Date:

HIDTA Canadian Border
Award Recipient: (01) Allsville County Sheriff's Office
Grant: G18CB0001A

Save
Submit
Return To List

Award Start Date: 1/1/2018
Award End Date: 12/31/2019
☐ Approved
☐ Rejected

PMS Transaction Number: 11988045879
Enter Number Again: 11988045879
Expenditure period From: 2/28/2018
to: 3/10/2018
HIDTA Internal ID:
Request Total: 29,355.00

Comment:
500 characters remaining.

Print DEW

☐ Show all initiatives
☐ Show all columns

Initiative	Available	Request	Total Adjustment	Balance	Available	Overtime Request	Adjustment	Balance	Available	Services Request	Adjustment	Balance
(01) Intelligence Support Center	830,200.00	29,355.00	0.00	800,845.00	91,500.00	9880.00	0.00	81,620.00	149,350.00	19475.00	0.00	129,875.00
Total	830,200.00	29,355.00		800,845.00	91,500.00	9,880.00		81,620.00	149,350.00	19,475.00		129,875.00

Advances

The steps for keying advances are very similar to the steps for reimbursements, except that you must key a second FMS.net disbursement transaction to reconcile the advance of funds.

We call the first transaction the *request* (which estimates how the funds will be used) and the second transaction is the *actual* transaction (which records the actual amounts expended and documented with receipts).

Part 1: Requesting the Advance

As you initially record the advance in FMS.net, follow the same steps as for a reimbursement. Just be sure to select Advance as the request type.

The manual processing of advances is slightly different than the process for reimbursements. For one thing, you can request the payment in PMS before you contact NHAC. When you do contact NHAC about the advance, simply fax a signed memo stating the intended purpose of the advanced funds, and include the PMS transaction number. Submitting a Detailed Expenditure Worksheet will help you manage the request, but it isn't required.

NHAC approves the advance in both PMS and FMS.net, so the data in FMS.net agrees with PMS.

Steps

1. Login to the Payment Management System (PMS) and request an advance. Print the screen to document the PMS transaction number.
2. Login to FMS.net and record the advance request.



Best Practice:

Submit requests for PE/PI/PS advances separate from other account funds.

3. Immediately send a memo or a Detailed Expenditure Worksheet to the NHAC to show how the advanced funds will be used.

The NHAC accounting staff and accounting manager approve the transactions in PMS and FMS.net.

FMS.net posts the transaction to account balances and updates available balances in FMS.net.

Part 2: Reconciling the Advance

After the advance funds are spent, you must reconcile the *actual* amounts spent with the original *estimated* amounts. You do this in FMS.net by posting an **Actual** transaction.

Steps

1. Prepare a Detailed Expenditure Worksheet to summarize the receipts for the actual expenditures.
2. Login to FMS.net and locate the disbursement transaction on the Disbursement List.
 - a. From the Menu Bar, choose **Approvals ... Disbursement Approval**.
 - b. Choose the program year and click **Retrieve**.

FMS.net displays the Disbursement List.

- c. Locate the Advance transaction on the list, and click **Actual**.
3. Complete the Advance Actual page to record the expenditures supported by receipts and click **Submit**. See *Advance Actuals* on page 4-30 to learn more about using this screen.

The NHAC accounting staff (but not the accounting manager) reviews the documentation and approves the transaction in FMS.net. FMS.net adjusts account balances, if needed.

Recording the Actual Expenditures

This screen provides features to help you conveniently record the actual amounts. Click Actuals on the Disbursement Approvals page to record the actual amounts spent.

Requestor

stu25_fm

Request Date

3/12/18

Mgr Approved By

cbnhacMGR

Mgr Approved Date

3/12/18

HIDTA

Canadian Border

Award Recipient

(25) Douglas County Government

Grant

G18CB0025A

☐ PE/PI Hold

Save

Return To List

Modified By

Modified Date

PMS Trans Number

99900050

Exp Period From

1/1/18

To

2/1/18

Exp Updated By

Exp Update Date

Exp Submitted By

Exp Submitted Date

Exp Approved By

Exp Approved Date

Copy Requested -> Actual

Submit

Comment

500 characters remaining.

NHAC Comment

Total Requested

117,000.00

Total Actual

0.00

Net Adjustment

117,000.00

Add Line:

--Select an Initiative--

--Select an Account--

A Click **Copy Requested -> Actual** to copy all amounts from the Requested Amount column to the Actual column.

B Click **Save** to allow future edits – but not submit it yet for NHAC approval. Click **Submit** to lock the transaction and submit it for NHAC approval.

C You can delete a row using the red X.

D You can add an account row here.

i Important: You can edit cells after using the **Copy Requested -> Actual** button, but you cannot edit after you click **Submit**.



Practice Exercise 4-2: Editing a Disbursement Transaction

Overview

This exercise allows you to practice locating and editing a disbursement transaction. Since the transaction is not yet approved at NHAC, you are free to make changes.

Turn to page A-13 in the appendix and follow the instructions.

Adjustments to Advances

Depending on how the fiduciary agency uses advances, adjustments may or may not be needed. Consider two examples of how advances might be used by two different fiduciary agencies.

Fiduciary Agency A

This small municipality cannot afford to pay HIDTA expenditures and wait for the reimbursement from grant funds. To eliminate the wait time, the fiduciary agency records expenditures monthly and prepares reimbursement checks to the HIDTA participants – but the fiduciary agency does not mail the checks to the recipients.

Instead, the fiduciary agency completes the Detailed Expenditure Worksheet (with exact amounts to the penny) based on the receipts submitted, expenditures documented, and the reimbursement checks written. The fiduciary completes an advance transaction (part 1) to draw down the funds from the grant. Once the funds are deposited to the fiduciary agency's checking account, the fiduciary agency mails the reimbursement checks to the HIDTA participants.

The fiduciary agency submits the Detailed Expenditure Worksheet and the supporting documentation to the NHAC, records the Actual transaction in FMS.net, and no adjustments will be needed since the estimated expenditures perfectly match the actual expenditures.

Fiduciary B

A HIDTA participant needs an advance for a large case purchase, and the initiative commander estimates how much will be needed.

The fiduciary obtains an advance of funds from the grant, with the estimated amount. Days later, once the expenditure is completed, the fiduciary receives the documentation and submits the Actual transaction in FMS.net, sending the Detailed Expenditure Worksheet and documentation to the NHAC.

Adjustments to the account balances may be required, and FMS.net calculates and displays the adjustments based on the differences between the requested amount of the advance and the actual expenditures.

Your Next Steps

In most cases, you can choose how to resolve discrepancies between the requested amount and the actual amounts. Your choice depends on the circumstances.

Refer to page D-5 for an outline of your alternatives, and feel free to consult the NHAC accounting staff to discuss the most appropriate steps for you.

When Posting Occurs

As in other areas of FMS.net, posting of a disbursement occurs when the last approver approves the transaction. For advances, the posting occurs as follows:

Request NHAC Finance Manager approval
Actual (adjustments) NHAC Accounting Staff approval

[Home](#)
[Requests](#)
[Approvals](#)
[Reports](#)
[Award Letters](#)
[Utilities](#)
[Log Out](#)

Disbursement Approval

HIDTA
Year
Review/Approval Level

[+] **Disbursement Summary**

Filter disbursement list by:
[Export Disbursements to Excel](#)

Pending Approval
ADV/RMB
Grant #
Submitted

ID	Internal ID	Submitted	Staff	Mgr	Adv	Act	Open	Grant #	PMS Transaction	ADV/RMB	Total Requested	Expenditure Period From	Expenditure Period To	Award Period Start	Award Period End	Initial Rec By	Initial Rec Date
200026	011-A	DEW	✓	✓	✓	✗	Request Actual	G18CB0001A	99900026	ADV	117,000.00	01/01/18	02/01/18	01/01/18	12/31/19	stu1_fm	04/
200054		DEW				✗	Request		1199967853	RMB	107,353.00	03/01/18	03/31/18	01/01/18	12/31/19	stu1_fm	04/
200053		DEW				✗	Request		11999763432	RMB	108,339.00	03/01/18	03/22/18	01/01/18	12/31/19	stu1_fm	04/
200052		DEW				✗	Request		19998874302	RMB	100,308.00	03/15/18	03/31/18	01/01/18	12/31/19	stu1_fm	04/
200051		DEW				✗	Request		1999834221	RMB	108,800.00	03/15/18	03/31/18	01/01/18	12/31/19	stu1_fm	04/

- A** Advances require 2 transactions: the Request and the Actual transaction. Above, the Request transaction has been approved and posted because it has 3 checkmarks. The 4th checkmark will be added when the NHAC reviews and approves the Actual transaction, keyed within 21 days after the Request.
- B** Reimbursements are posted as soon as the 3rd checkmark (from the NHAC Manager) is recorded.



Practice Exercise 4-3: Recording Actuals

Overview

This exercise allows you to practice using the Advance Actuals page.

Turn to page A-14 in the appendix and follow the instructions.

Disbursement Reports

FMS.net provides several helpful reports that summarize information about disbursements. Here are reports that show disbursement data.

From the Reports List

Report	Information Provided	Notes
2a 2b 2c 2d 2e	<p>Account balances in different combinations of grant, initiative, resource recipient, etc.</p> <p>Data columns for <i>posted</i> transactions: Awarded budget Reprogrammed amounts Current budget Disbursed Current Available</p>	<p>The NHAC accounting staff approves disbursements based on the Current Available balance (i.e., net of all approved transactions).</p>
	<p>Data columns for <i>pending</i> transactions: Advances Reimbursements Total disbursements pending Available balance (based on pending transactions)</p>	<p>The financial manager, however, must keep a watch on the [Pending] Available balance.</p>
2f (3 yrs)	Like 2c, but repeats Report 2c for each year.	Each year's rows list the initiatives during the year.
2g (3 yrs)	Shows 2 columns of data for each of 3 years. Each year is a set of 2 columns: Awarded Budget and Available Balance	.Each year's data is repeated across columns.
6b	Lists disbursement transactions for a program year and shows the approver, the date, and the total amount of the disbursement, along with transaction details such as PMS number, and more.	
9c	Provides budget account balances for each initiative and each grant including the posted disbursement transactions for each account. This allows you to see how the Current Available balance was computed; it lists every approved reprogramming and disbursement transaction that affected each account's balance.	See other reports in Series 9; some show aggregate amounts and others list detailed transactions.

From Data Links

All data links display in windows and allow you to print.

Name	Where	Link appears as ...	Shows
Pending Transactions	Disbursement Request	<u>View Pending Transactions</u>	For a given grant, FMS shows the disbursement and reprogramming transactions that have not received final approval (i.e., they are not yet posted, but they are in process).
Transaction History	Disbursement Request	Account's balance, underlined	For one account, FMS shows all posted transactions that affect the account – from the Initial Budget to the current Available Balance. This includes reprogramming transactions and disbursements.
Disbursement Worksheet (aka DEW)	Disbursement Request	<u>Blank Disbursement Worksheet</u>	Blank worksheet that mirrors the Disbursement Request screen; it is also known as a Detailed Expenditure Worksheet.
Detailed Expenditure Worksheet	Disbursement Request	<u>Print DEW</u>	Matches the Disbursement Request page, exported to Excel; includes all account columns, even blank columns.
	Disbursement Approval	<u>DEW</u>	
Disbursement Details	Disbursement Request Disbursement Approval (Disbursement Summary panel)	Account's balance, underlined	For one account, FMS shows all posted transactions that affect the account – from the Initial Budget to the current Available Balance. This includes reprogramming transactions and disbursements.

Key Points

- The process for requesting disbursements dictates the timing of the PMS transaction, the supporting documentation, and the FMS.net transaction.
- Advances require two transactions in FMS.net: **Request**, to record the estimate of how grant funds are expected to be used, and **Actual** to record how funds were actually used.
- Use the Disbursement Request page to submit a new transaction; use the Disbursement Approval page to edit or delete a transaction.
- The Disbursement Approval page lists all transactions for a program year, and it provides links to the original Request and to the Actual page (for advances).
- The Disbursement Approval page contains data links to research negative account balances and two tools: Filter and Disbursement Summary.
- FMS.net prevents you from saving a transaction if your transaction causes a negative account balance; however, if the negative account balance is a pre-existing condition prior to your transaction, FMS.net does allow you to save your work.
- All negative account balances must be resolved before the NHAC accounting staff can approve the disbursement. Negative balances are resolved with reprogramming transactions.



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 5: Reprogramming Funds

Learning Outcomes

At the end of this module, participants will be able to:

- Describe the process for reprogramming funds
- Lookup and select details required to create a row of the reprogramming request page
- Create, save, and retrieve a reprogramming request
- Edit, delete, and print a single reprogramming request
- Locate saved reprogramming requests using a variety of query options
- Print the completed reprogramming request page, or print a group of selected reprogramming requests
- Approve or reject a reprogramming request
- Check the status of reprogramming requests

Overview of Reprogramming Funds

The reprogramming process shifts funds from one budget account to another – thus allowing HIDTA participants to make changes to their approved budgets. Funds might need to shift between accounts, between resource recipients, between initiatives, or any combination of these. In special circumstances, funds might even shift between awards. All reprogramming transactions require approval from management.

For substantial changes, ONDCP must approve the transactions before the funds actually shift; Program Policy calls these changes Level A transactions. Smaller, less substantial changes can be approved locally, by the HIDTA Director; Program Policy refers to these as Level B transactions. FMS.net follows the reprogramming rules given in the *HIDTA Program Policy and Budget Guidance*, and FMS.net handles the routing of the transactions to the appropriate approvers.



Program Policy: Refer to Program Policy (2017), Section 6.12 for more information about the rules about reprogramming transactions.

Note: Users don't have to know the different labels, Level A and Level B. FMS.net labels transactions either "ONDCP" to indicate the last approval is at ONDCP, or "HIDTA" to indicate the last approval is at the local HIDTA.

The Reprogramming Process

The internal procedures that each HIDTA follows vary among HDTAs; each HIDTA determines the request form (i.e., memo, email, etc.) that initiates the transaction. Regardless of how the HIDTA handles the initial request, all transactions must be entered into FMS.net and approved by the appropriate approvers.

Steps

1. The requestor, often the financial manager, enters and saves the reprogramming entry. FMS.net checks current budgets and provides warnings if policy rules or insufficient budget are a problem.
2. The financial manager approves the reprogramming entry in FMS.net. (This means the financial manager may be approving his or her own work.)
3. The financial manager, and other approvers later, notify the next person in the approval chain about the transaction and the Reprogramming ID number assigned to the transaction.

Note: The next step depends on the type of reprogramming entry: FMS.net determines who approves it next.

4. For ONDCP transactions: The HIDTA Director locates the reprogramming request in FMS.net, reviews and approves it. At ONDCP, multiple approvers separately locate the reprogramming entry in FMS.net, review it, and approve it. Only after the final reviewer approves it does FMS.net permanently record (or post) the transaction to update account balances.

For HIDTA transactions: The HIDTA Director locates the reprogramming request in FMS.net, reviews, and approves it. FMS.net permanently records (or posts) the transaction to update account balances.



Best Practice:

Record and keep track of the Reprogramming ID number FMS.net assigns to each transaction.

The current budget doesn't change until the transaction receives its last approval.

Keeping Track of Transactions

Over time, most HIDTAs have numerous reprogramming transactions to keep track of. The easiest way to keep track of these transactions is to record the Reprogramming ID FMS.net assigns as the transaction is saved.

Saving

After you save the reprogramming request, the transaction is in a pending status and does not affect the Current Budget amount. Only the final approval step updates the Current Budget amount.

Submitting

Unlike other transactions in FMS.net, you must submit the transaction for approval before the first approver can approve the transaction.

Posting

When the final approver submits his or her approval, FMS.net confirms the entry is *posted*. This indicates the budget account balances are updated with the reprogramming transaction.

Reprogramming Manager Page

The Reprogramming Manager page begins as a blank page because it is used for both creating new requests and for viewing and approving saved requests.

The screenshot shows the 'Reprogramming Manager' web application. At the top is a dark blue header with the title 'Reprogramming Manager'. Below the header is a light gray navigation bar containing links: 'New' (underlined), 'Search' (underlined), and a series of buttons: 'Save', 'Save/New ID', 'Submit for Approval', 'Report', 'Refresh', and 'Delete'. The main area of the page is a large grid with a light blue background and a white grid pattern. In the top right corner of the grid, there is a search box labeled 'ID' with a text input field and a 'Search' button. Three callout letters are present: 'A' is next to the 'New' link, 'B' is next to the 'Search' link, and 'C' is next to the 'ID' search box.

- A** Click **New** to create begin a new request.
- B** The *Full Search* feature allows you to search by various ways.
- C** The *Quick Search* feature searches only by the ID number, but you can enter multiple ID numbers if you separate each with a semicolon. For example, open 3 reprogramming requests by keying **23007; 23010; 23015**.

Creating Reprogramming Requests

After clicking **New** on the Reprogramming Manager page, FMS.net adds the request form to the Reprogramming Manager page.

Reprogramming Manager

[New](#) | [Search](#) | [Save](#) | [Save/New ID](#) | [Submit for Approval](#) | [Report](#) | [Refresh](#) | [Delete](#)

ID [Search](#)

[Add Line](#)

ID	-
HIDTA Internal ID	<input type="text"/>
Justification	<div>487 characters remaining.</div>

[Click the Add Line button to begin creating a new reprogramming request.](#)

The reprogramming request form begins with just a few data fields, and you must add the lines of account information you need – one line at a time – to create the reprogramming transaction you need.

ID

FMS.net will assign a reprogramming ID number when you save your work.

HIDTA Internal ID

FMS.net allows you to include your own number, in case you want to cross reference it to another tracking system – perhaps an accounting control number used at your HIDTA.

- A** Click **Add Line** to add a line (or row) of data to the form. You will add two or more lines to every form.

Adding Lines to the Form

The finished reprogramming request will have at least two lines: one account to be increased and one account to be decreased. However, reprogramming requests may require three or more lines if several accounts are affected. There are two ways to create new lines on the form:

- Use the **Add Line** button to add a new line, making new data choices.
- Use the **Copy** button on any line to duplicate an existing row's data, then click the **Edit** button to change only the portion of the data that is different.

Justification

Every reprogramming request must include a justification statement that explains the need for the shifting of funds. You might also include notes about who initially requested the reprogramming transaction (e.g., name of the initiative commander), or any other information that you might want to include for auditing purposes.

Unique Characteristics

Three windows

Completing a reprogramming request and saving your work involves three different Web pages.

Color coding

To help you complete the request form, FMS.net uses colored cells for your convenience.

Blue and yellow cells are data entry cells. Red cells indicate a negative account balance – an error condition that prevents you from saving the transaction.

Approval level

As you save the each transaction, FMS.net inserts either (ONDCP) or (HIDTA) before the justification text you typed. This indicates the where the final approval occurs.

Every line has a budget balance displayed

As you work on the reprogramming request form, line by line, FMS.net displays a Current Budget balance for each line's account. This lets you see the funds eligible for reprogramming.

Two reports available by links


As you add each line of data to the request form, FMS.net adds links to two reports on the page.

A – links to the Report 2d, Grant Balance by Initiative, Award, and Award Recipient

B – links to the 4a Budget Detail report

Approval History

FMS.net lists the approvals on the Web page, eventually – once approvers record their approvals.

 **Warning:** The current budget data displayed does not reflect pending disbursements and pending reprogramming entries.

Steps

Notice in these steps that you are using three different Web pages when creating a reprogramming request.

1. From the Menu Bar, choose **Requests**
Reprogramming Requests.

2. Click **New**.

FMS adds more fields to the page, to begin a blank request page.

3. Click **Add Line** to display the data selection screen.

Reprogramming Manager

[New](#) | [Search](#) | Save | Save/New ID | Submit for Approval | Report | Refresh | Delete

ID

Reprogramming Manager

[New](#) | [Search](#) | Save | Save/New ID | Submit for Approval | Report | Refresh | Delete

ID

ID

HIDTA Internal ID

Justification

[Click the Add Line button to begin creating a new reprogramming request.](#)

4. There are several ways to use the data selection screen that follows:

Method 1

A. Choose the exact data fields you need for the new line on the request form.

B. Click the button, **Click to add new line**.

FMS.net adds a row (or line) to the request form, with the data selections you made.

Year: 2018
HIDTA: Canadian Border
Initiative: (01) Intelligence Support Center
Award: G18CB0001A
Resource Recipient: Flathead County Sheriff's Office
Account: Personnel

View balances for selected initiative

- or -

Click to add new line

Reprogramming Manager

[New](#) | [Search](#) | Save | Save/New ID | Submit for Approval | Report | Refresh | Delete

ID: Search

Add Line

ID: -

HIDTA Internal ID:

Justification:

487 characters remaining.

FY	Award Recipient	Copy	Edit	Delete		Current Budget Before	Current Budget After	Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
													Increase	Decrease
1 2018	(01) Allsville County Sheriff's Office				A/B	130,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.FlatheadSO	Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>
												Total		
												Variance		

200 characters remaining.

Method 2

A. Complete only the top three fields.

B. Click **View balances for selected initiative**.

At the lower portion of the screen, FMS.net displays the individual budgets for the initiative.

C. Click any account balance to activate the link.

FMS.net adds a new row (or line) to the request form for the selected account.

Year: 2018

HIDTA: Canadian Border

Initiative: (01) Intelligence Support Center

Award: G18CB0001A

Resource Recipient: Flathead County Sheriff's Office

Account: Personnel

B View balances for selected initiative

- or -

Click to add new line

Year: 2018

HIDTA: Canadian Border

Initiative: (01) Intelligence Support Center

Award: G18CB0001A

Resource Recipient: Flathead County Sheriff's Office

Account: Personnel

View balances for selected initiative

- or -

Click to add new line

	G18CB0001A Dec 31 2019 Flathead County Sheriff's Office	G18CB0001A Dec 31 2019 Lakewood Police Department	G18CB0001A Dec 31 2019 Michigan State Patrol	G18CB0001A Dec 31 2019 Sweetwater County District Attorney	G18CB0001A Dec 31 2019 Thunder Bay Police Department
Personnel	130,000.00	130,000.00	130,000.00	65,000.00	0.00
Fringe	31,200.00	31,200.00	31,200.00	15,600.00	0.00
Overtime	30,500.00	30,500.00	30,500.00	0.00	0.00
Travel	5,000.00	5,000.00	9,000.00	9,000.00	0.00
Facilities	0.00	20,000.00	0.00	20,000.00	9,000.00
Services	34,850.00	27,000.00	27,500.00	12,000.00	68,000.00
Equipment	0.00	5,000.00	9,600.00	1,800.00	0.00
Supplies	6,050.00	3,700.00	18,500.00	500.00	0.00
Other	0.00	0.00	0.00	0.00	0.00

Reprogramm

[New](#) | [Search](#)

Add Line

ID

HIDTA Internal

Justification

Approval | Report | Refresh | Delete

ID: Search

FY	Award Recipient	Copy	Edit	Delete		Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
						Before	After						Increase	Decrease
1 2018	(01) Allsville County Sheriff's Office				A B	130,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.FlatheadSO	Personnel	200 characters remaining.		
2 2018	(01) Allsville County Sheriff's Office				A B	68,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.ThunderBay	Services	200 characters remaining.		
Total														

Method 3

This method is useful if you are only shifting funds from one account to another (within the same initiative, award, and resource recipient). It uses the Copy command described on page 5-16.

- A. Complete the first line using Method 1 or Method 2.
- B. Click the **Copy** button on the first line to duplicate the information onto the second line.

FMS.net adds a row (or line) to the request form, a duplicate of the first line.

- C. On the second line, click the Account link and using the pop-up list of choices, select the account for line 2.

Reprogramming Manager

[New](#) | [Search](#) | [Save](#) | [Save/New ID](#) | [Submit for Approval](#) | [Report](#) | [Refresh](#) | [Delete](#)

Reprogramming changes have not been saved.

ID Search

ID

HIDTA Internal ID

Justification 487 characters remaining.

Personnel
Fringe
Overtime
Travel
Facilities
Account
Services
Equipment
Supplies
Other
Personne

FY	Award Recipient	Copy	Edit	Delete		Current Budget Before	Current Budget After	Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
													Increase	Decrease
1	(01) Allsville County Sheriff's Office	B				130,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.	Personnel	200 characters remaining.		
2	(01) Allsville County Sheriff's Office					130,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.	Personne	200 characters remaining.		
Total														

5. Complete the Amount and Justification fields (required) and the Remarks field (optional).
6. Click **Save** (for continued work later), or **Submit for Approval** (to save and lock transaction from future edits⁵).

Reprogramming Manager

New | Search

Save | Save/New ID | Submit for Approval | Report | Refresh | Delete

A

ID: Search

Add Line

ID: 10105

HIDTA Internal ID:

Justification: CB (HIDTA) - To fund server upgrade (unplanned). Requested by Cmdr. Victor Wells.
405 characters remaining.

FY	Award Recipient	Copy	Edit	Delete		Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
						Before	After						Increase	Decrease
1 2018	(01) Allsville County Sheriff's Office				A B	130,000.00	124,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.	Personnel	200 characters remaining.		6,000.00
2 2018	(01) Allsville County Sheriff's Office				A B	34,850.00	40,850.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.	Services	200 characters remaining.	6,000.00	
Total												6,000.00	6,000.00	

A Click **Save/New ID** saves this transaction with a new ID – effectively duplicating this transaction.

7. Respond to the confirmation message to complete your work.

⁵ If a financial manager, Submit for Approval performs three tasks in one step: saves the transaction; locks the record from future edits; and records the financial manager's approval. If a user other than the financial manager, Submit for Approval performs two tasks in one step: saves the transaction and locks the record from future edits.

Copy Lines to Add Additional Lines

Each line you add to the reprogramming request form provides a **Copy** and **Edit** button to allow you to quickly add similar lines to the form.

Use the **Copy** button to duplicate a line, then change the new line's Account, Remarks, or Amount fields.

Reprogramming Manager




[New](#) | [Search](#) | [Save](#) | [Save/New ID](#) | [Submit for Approval](#) | [Report](#) | [Refresh](#) | [Delete](#)

ID

ID

HIDTA Internal ID

Justification

FY	Award Recipient	Copy	Edit	Delete		Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
						Before	After						Increase	Decrease
12018	(01) Allsville County Sheriff's Office				A/B	130,000.00		CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.FlatheadSO	Personnel	<input type="text" value="200 characters remaining."/>		
												Total		
												Variance		

Reports Linked to the Request

Three reports are linked to the reprogramming request page; two are shown below.

The A link on the reprogramming request form provides the remaining funds for each agency of the initiative. The B link shows the initiative's whole budget.

2d. Grant Balance by Initiative and Award and Resource Recipient

Canadian Border
FY 2018

Initiative	Award	Resource Recipient		Awarded Budget	Reprogrammed Funds	Current Budget
(01) Intelligence Support Center	G18CB0001A	Flathead County Sheriff's Office	Personnel	130,000.00	0.00	130,000.00
			Fringe	31,200.00	0.00	31,200.00
			Overtime	30,500.00	0.00	30,500.00
			Travel	5,000.00	0.00	5,000.00
			Services	34,850.00	0.00	34,850.00
			Supplies	6,050.00	0.00	6,050.00

Home Requests Approvals Reports Award Letters Utilities Log Out

Reprogramming Manager

New Search Save Save/New ID Submit for Approval Report Refresh Delete

Add Line

ID -

HIDTA Internal ID

Justification To fund server upgrade (unplanned). Requested by Cmdr. V. Wells
423 characters remaining.

FY	Award Recipient	Copy	Edit	Delete	Current Budget Before	Current Budget After	Initiative	GRANT/MOA	RR	Account	Remarks	Amount Increase	Amount Decrease
1 2018	(01) Allsville County Sheriff's Office				68,000.00	53,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.ThunderBayPD	Services	200 characters remaining.		15,000.00
2 2018	(01) Allsville County Sheriff's Office												

4a. Budget Detail

2018 - Canadian Border
(01) Intelligence Support Center

Current Budget (net of reprogrammed funds) \$947,200.00

Personnel	Quantity	Amount	Comments
Attorney	1	\$65,000.00	
Investigative - Support	6	\$390,000.00	
Total Personnel	7	\$455,000.00	
Fringe	Quantity	Amount	Comments
Attorney	1	\$15,600.00	
Investigative - support	6	\$93,600.00	
Total Fringe	7	\$109,200.00	
Overtime	Quantity	Amount	Comments
Support	10	\$91,500.00	

Reprogramming Transaction Report

Reprogramming Manager

New | Search | Save | Save/New ID | Submit for Approval | **Report** | Refresh | Delete

ID: Search

ID 10101

HIDTA Internal ID

Justification CB (HIDTA) - To fund server upgrade (unplanned). Requested by Cmdr. V. Wells

FY	Award Recipient	Copy	Edit	Delete	Current Budget Before	Current Budget After	Initiative	GRANT/MOA	RR	Account	Remarks	Increase	Amount	Decrease
1 2018	(01) Allsville County Sheriff's Office				68,000.00	53,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.ThunderBayP	Services				15,000.00
2 2018	(01) All Sheriff													

1 of 1 Find | Next

Reprogramming ID 10101 **Status** Submitted

FY 2018 **Create By** stu1_fm

Date Modified

Posted By

Date Posted

HIDTA Internal ID

Justification CB (HIDTA) - To fund server upgrade (unplanned). Requested by Cmdr. V. Wells

Approvals

Initiative	Award Recipient	Resource Recipient	Account	Increase	Decrease	Remarks
(01) Intelligence Support Center (CB.1.IntelSupportCtr)	(01) Allsville County Sheriff's Office (G18CB0001A)	Thunder Bay Police Department (RR.CB.ThunderBayPD)	Services (Services)		\$15,000.00	
(01) Intelligence Support Center (CB.1.IntelSupportCtr)	(01) Allsville County Sheriff's Office (G18CB0001A)	Sweetwater County District Attorney (RR.CB.SweetwaterDA)	Services (Services)	\$15,000.00		
Total				\$15,000.00	\$15,000.00	

Approvals

HIDTA Financial Manager	stu1_fm	4/7/18
HIDTA Director		
ONDCP (Programmatic Review)		
National Director		
ONDCP (Fiscal Review)		



Practice Exercise 5-1: Keying Reprogramming Requests

Overview

This exercise allows you to practice keying three reprogramming requests. You are reprogramming funds using the same initiative you were assigned during the budget exercises in Module 2.

Refer to the page A-15 for detailed data you need to complete this exercise.

Approving Reprogramming Requests

Recall that the number of approvers a reprogramming request requires depends on how substantial the transaction is, according to *Program Policy and Budget Guidance*. In all cases, the financial manager and local HIDTA Director must approve transactions.

Financial Managers

As a matter of convenience, financial managers usually approve reprogramming transactions as they finish keying them, or the financial manager can open a saved transaction and approve it at a later time. Financial managers click [Submit for Approval](#) at the top of the page, which saves and records the financial manager's approval all in one step.

Financial managers must "approve" their own work.



Best Practice:

Record and pass along each transaction's Reprogramming ID number to the next approver. The ID is the quickest way to locate a saved transaction.

HIDTA Directors and ONDCP Approvers

HIDTA directors and others must locate the transaction using the Search feature, click the Approve or Reject checkmark, and click **Submit** at the bottom of the page.

New

Search

Save

Save/New ID

Submit for Approval

Report

Refresh

Delete

ID

10101

HIDTA Internal ID

Justification

CB (HIDTA) - To fund server upgrade (unplanned). Requested by Cmdr. V. Wells

FY	Award Recipient	Copy	Edit	Delete		Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
						Before	After						Increase	Decrease
1 2018	(01) Allsville County Sheriff's Office				AB	68,000.00	53,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.ThunderBayPD	Services			15,000.00
2 2018	(01) Allsville County Sheriff's Office				AB	12,000.00	27,000.00	CB.1.IntelSupportCtr Intelligence	G18CB0001A	RR.CB.SweetwaterDA	Services		15,000.00	
												Total	15,000.00	15,000.00
												Variance		

Approvals

Apv	Rej	HIDTA Only	When / Who	Conditional Warnings	Date Created	4/7/2018 3:06:33 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HIDTA Financial Manager	stu1_fm 4/7/18		Created By	stu1_fm
<input type="checkbox"/>	<input type="checkbox"/>	HIDTA Director			Date Posted	
<input type="checkbox"/>	<input type="checkbox"/>	ONDCP (Programmatic Review)			Posted By	
<input type="checkbox"/>	<input type="checkbox"/>	National Director				
<input type="checkbox"/>	<input type="checkbox"/>	ONDCP (Fiscal Review)				

Submit

- A Click the box to indicate Approve or Reject.
- B Click **Submit**.

Searching for Transactions

To locate a reprogramming transaction, use either the Quick Search or Full Search features – both available on the Reprogramming Manager page. (Recall the Reprogramming Manager page is used for both creating new requests and approving saved requests.)

1. From the Menu Bar, choose **Approvals Reprogramming Approval**.
2. Choose one of the search tools.
 - A. Click **Search** (Full Search).
 - OR
 - B. Enter the ID number and click **Search**. (Quick Search)

The screenshot shows the 'Reprogramming Manager' interface. At the top, there is a dark blue header with the title 'Reprogramming Manager'. Below the header is a light gray menu bar containing links: 'New', 'Search', 'Save', 'Save/New ID', 'Submit for Approval', 'Report', 'Refresh', and 'Delete'. The main area of the interface is a large grid. In the top right corner of the grid, there is a search bar with the label 'ID' and a 'Search' button. A circular callout 'A' points to the 'Search' link in the menu bar, and a circular callout 'B' points to the 'Search' button in the search bar.

To search for multiple ID numbers, separate each ID number with a comma.

- A** The Full Search feature provides a query tool that lets you very specifically filter the reprogramming journal.
- B** The Quick Search feature searches only by ID number. To request more than one ID, separate each with a comma.

Full Search

If you are searching for multiple transactions, or if you do not know the ID number you are looking for, use the Full Search feature.

The screenshot shows the 'Full Search' interface. At the top, there is an 'ID' input field with a note: '*Reprogramming ID's will override any selections below.' To the right of this field are three buttons: 'Execute Query' (labeled A), 'Reset Selections' (labeled B), and 'Return' (labeled C). Below the ID field, there are several search criteria sections:

- Date Created:** A dropdown menu set to '(None)', followed by an 'and' separator and another empty dropdown.
- Date Modified:** A dropdown menu set to '(None)', followed by an 'and' separator and another empty dropdown.
- Justification Contains:** A text input field.
- Created By:** A text input field.
- Status:** A dropdown menu set to '<All>'. To its right is a 'Type' dropdown menu set to '<All>'.
- HIDTA Internal ID:** A text input field.
- Pending Approval Level:** A dropdown menu set to '<All>'.
- Year:** A dropdown menu set to '2018'. To its right is a 'HIDTA' dropdown menu set to 'Canadian Border'.
- Account:** A dropdown menu set to '-- All Accounts --'.
- Initiative:** A section with a 'Select All (0 items checked)' checkbox and a list of initiatives, each with a checked checkbox:
 - (01) Intelligence Support Center
 - (02) Mackinaw Investigative Support Center
 - (03) Central ISC
 - (04) GRAMNET
 - (05) Green Bay Investigation Support Unit
 - (06) Post-seizure Analysis
 - (07) Niagara Falls Intelligence Unit
- Award Recipient:** A section with a 'Select All (0 items checked)' checkbox and a list of recipients, each with a checked checkbox:
 - (01) Allsville County Sheriff's Office (G18CB0001A)
 - (02) Boulder County Sheriff's Office (G18CB0002A)
 - (03) Cascade County Sheriff's Office (G18CB0003A)
 - (04) Davis County Sheriff's Office (G18CB0004A)
 - (05) Douglas County Government (G18CB0005A)
 - (06) Flathead County Sheriff's Office (G18CB0006A)
 - (07) Fortsboro Police Department (G18CB0007A)
- Resource Recipient:** A section with a 'Select All (0 items checked)' checkbox and a list of recipients, each with a checked checkbox:
 - Flathead County Sheriff's Office
 - Lakewood Police Department
 - Michigan State Patrol
 - Sweetwater County District Attorney
 - Thunder Bay Police Department

Warning: Be sure to click **Reset Selections** between different sets of search criteria.

- A** Select one or more data choices and click **Execute Query**. The more specific your choices, the smaller your results list.
- B** Click **Reset Selections** between each search.
- C** Click here to return to the previous screen.

Search Results List

50 found. New Query << Hide Details Cancel

<input type="checkbox"/>	ID	Delete	Justification	Created By	Create Date	Modified Date	Status	Posted By	Posted Date	Year
<input type="checkbox"/>	10001	X		stu1_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10002	X		stu2_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10003	X		stu3_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10004	X		stu4_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10005	X		stu5_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10006	X		stu6_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10007	X		stu7_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10008	X		stu8_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10009	X		stu9_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10010	X		stu10_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10011	X		stu11_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10012	X		stu12_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10013	X		stu13_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10014	X		stu14_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10015	X		stu15_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10016	X		stu16_fm	4/3/18 11:19 AM		Saved			2017
<input type="checkbox"/>	10017	X		stu17_fm	4/3/18 11:19 AM		Saved			2017

ID	Line Item	Increase	Decrease	Remarks	Account	AR	Initiative	RR
10001	1	20,000.00	0.00		OTINPUT	System.Byte[]	CB.1.IntelSupportCtr	RR.CB.FlatheadSO
10001	2	0.00	20,000.00		PERSONNELINPUT	System.Byte[]	CB.1.IntelSupportCtr	RR.CB.FlatheadSO

View As Journal Report Open Selected

Note: At least one reprogramming must be selected before running the report.

Export Results To Excel

- A** Click a single ID number to preview the transaction details below.
- B** Click the checkbox to select one or more transactions, then choose **Report** (to print a copy of each one individually) or **Open** (to review each one on the Reprogramming Manager page). You can also choose **Export Results** at the bottom of the page to send the data to Excel.
- C** Click **X**, if available, to delete an unapproved transaction.
- D** This button places all transactions on one Excel sheet, using the Group Data feature of Excel.

Exported Data to Excel

If you export your search results to Excel, you will see Excel uses the Group Data feature to present the multiple lines of data within each reprogramming transaction.

A

		A	B	C	D	E	F	G	H	I	J	K
+	42	56428	AC (HIDTA) - To cover Training travel.					fmsadmin	10/11/2017	10/11/2017	wimartin	10/11/2017
+	46	56665	AC (HIDTA) - To cover the purchase of a SharePoint Migration and content					rxleopold	10/27/2017		wimartin	10/27/2017
+	50	56710	AC (HIDTA) - To cover Travel and Services expenses for the Training					rxleopold	10/31/2017		wimartin	11/01/2017
+	55	56753	AC (HIDTA) - To offset negative values for the Management and					rxleopold	11/03/2017		wimartin	11/03/2017
+	61	56759	AC (HIDTA) - To cover offset negative values on Supplies for the					rxleopold	11/06/2017		wimartin	11/06/2017
+	65	56837	AC (HIDTA) - To cover Travel and Supplies expenses for the Training Unit.					rxleopold	11/13/2017		wimartin	11/13/2017
+	70	56981	AC (HIDTA) - To cover Travel expenses for the Training Initiative.					rxleopold	11/27/2017		wimartin	11/28/2017
-	74	56990	AC (HIDTA) - to cover Supplies expenses for the Multimedia and Technology					rxleopold	11/28/2017		wimartin	11/30/2017
	75		Initiative		Grant	RR	Account	Debit	Credit	Remarks		
	76		Multimedia and Technology Unit		G17AC0005A	Monroe	Services	1,930.00	1,930.00			
	77		Multimedia and Technology Unit		G17AC0005A	Monroe	Supplies	1,930.00				
	78		Management and Coordination		G17AC0005A	Monroe	Services		1,660.00			
	79		Training Unit		G17AC0005A	Monroe	Supplies	1,660.00				
+	80	57106	AC (HIDTA) - To cover Travel and Services expenses for the Training Unit.					rxleopold	12/08/2017		wimartin	12/22/2017
+	85	57233	AC (HIDTA) - To cover Supplies expenses for the Multimedia and					rxleopold	12/15/2017		wimartin	12/22/2017
+	89	57290	AC (HIDTA) - To cover Travel and Services expenses for the Training and					rxleopold	12/22/2017		wimartin	01/08/2018
+	96	57348	AC (HIDTA) - To cover registration fees for the 2018 HIDTA Director/Meeting					rxleopold	01/03/2018		wimartin	01/03/2018
+	101	57372	AC (HIDTA) - To cover new camera equipment for the Videographer with the					rxleopold	01/04/2018		wimartin	01/04/2018
+	105	57373	AC (HIDTA) - To cover Supplies expenses for the Multimedia and					rxleopold	01/04/2018		wimartin	01/04/2018
+	109	57530	AC (HIDTA) - To cover Services expenses for the Training Unit.					rxleopold	01/22/2018		wimartin	01/22/2018
+	113	57533	AC (HIDTA) - To cover expenses for Trophies for the 2018 HIDTA Award					rxleopold	01/22/2018		wimartin	01/22/2018
+	117	57628	AC (ONDGP) - To zero out CADFY and use these funds for operating					rxleopold	01/30/2018	01/30/2018	lnewton	02/02/2018

A Use the + symbol to expand a reprogramming entry so you can view its line item detail.

Working With Multiple Transactions Open

When reviewing multiple transactions (opened from the Search Results List), use the Next and Previous buttons to scroll through the opened transactions, one by one.

Reprogramming Manager

[New](#) | [Search](#) ◀ ▶ [Save](#) | [Save/New ID](#) | [Submit for Approval](#) | [Report](#) | [Refresh](#) | [Delete](#)

ID:

ID 10053

HIDTA Internal ID

Justification CB (HIDTA) - To cover overtime of 6 new officers for rest of PY. Requested by Lt. V. Wells
396 characters remaining.

FY	Award Recipient	Copy	Edit	Delete		Current Budget		Initiative	GRANT/MOA	RR	Account	Remarks	Amount	
						Before	After						Increase	Decrease
1 2018	(03) Cascade County Sheriff's Office				A/B	30,500.00	50,500.00	CB.3.Central Intelligence	G18CB0003A	RR.CB.FlatheadS	Overtime	200 characters remaining.	20,000.00	
2 2018	(03) Cascade County Sheriff's Office				A/B	130,000.00	110,000.00	CB.3.Central Intelligence	G18CB0003A	RR.CB.FlatheadS	Personnel	200 characters remaining.		20,000.00
												Total	20,000.00	20,000.00
												Variance		

Approvals

Appr	Rej	HIDTA Only	When / Who	Conditional Warnings	Date Created	
<input type="checkbox"/>	<input type="checkbox"/>	HIDTA Financial Manager			4/3/2018 11:20:01 AM	
<input type="checkbox"/>	<input type="checkbox"/>	HIDTA Director			Created By	stu3_fm
<input type="checkbox"/>	<input type="checkbox"/>	ONDCP (Programmatic Review)			Date Posted	
<input type="checkbox"/>	<input type="checkbox"/>	National Director			Posted By	
<input type="checkbox"/>	<input type="checkbox"/>	ONDCP (Fiscal Review)				

A Use these buttons to advance to the next open transaction, or return to the previous open transaction.



Practice Exercise 5-2: Approving Reprogramming Transactions

Overview

This exercise allows you to practice searching for reprogramming transactions and approving them.

Refer to the page A-17 for detailed data you need to complete this exercise.

Editing Transactions

You can only edit reprogramming transactions that are not approved or submitted for approval. If approved but not yet posted (by the final approver), you can contact the next approver and request the approver reject the transaction rather than approve it. When rejected by any approver, FMS.net removes all approvals, and the transaction returns to a saved status, without any approvals.

Also, editing is limited to

- the creator of the transaction, and
- the financial manager who can approve the transaction.

Steps

1. Locate and open the unapproved transaction using the Search feature.
2. Edit one or more lines as needed, then click **Save** or **Submit for Approval**, whichever is needed.

Deleting Transactions

You can only delete unapproved reprogramming transactions. If approved but not yet posted (by the final approver), you can contact the next approver and request the approver to reject the transaction rather than approve it. When rejected by any approver, FMS.net removes all approvals, and the transaction returns to a saved status, without any approvals.

Also, the ability to delete a transaction is limited to

- the creator of the transaction, or
- the financial manager who can approve the transaction.

Steps

1. Locate and open the unapproved transaction using the Search feature.
2. Click the red **X** in the Search Results window to delete the transaction

OR

Once the transaction is open, you can click the Delete link at the top right.

Reprogramming Manager

New | Search | Save | Save/New ID | Submit for Approval | Report | Refresh | Delete

1 found.

ID	Delete	Justification	Created By	Create Date	Modified Date	Status	Posted By	Posted Date	Year
10051	X		stu1_fm	4/3/18 11:20 AM		Saved			2018
10052	X		stu2_fm	4/3/18 11:20 AM		Saved			2018
10053	X	CB (HIDTA) - To co...	stu3_fm	4/3/18 11:20 AM	4/7/18 3:45 PM	Saved			2018
10054	X		stu4_fm	4/3/18 11:20 AM		Saved			2018
10055	X		stu5_fm	4/3/18 11:20 AM		Saved			2018
10056	X		stu6_fm	4/3/18 11:20 AM		Saved			2018
10057	X		stu7_fm	4/3/18 11:20 AM		Saved			2018
10058	X		stu8_fm	4/3/18 11:20 AM		Saved			2018
10059	X		stu9_fm	4/3/18 11:20 AM		Saved			2018
10060	X		stu10_fm	4/3/18 11:20 AM		Saved			2018
10061	X		stu11_fm	4/3/18 11:20 AM		Saved			2018
10062	X		stu12_fm	4/3/18 11:20 AM		Saved			2018

Office | 200 characters remaining.

Amount Decrease 20,000.00

A Only unapproved transactions can be deleted. When not available, the button and link are dimmed.

Reprogramming Reports

FMS.net provides several reports that summarize the effect of reprogramming transactions. Status reports show the progress of pending transactions – those awaiting final approval.

<i>If you want to see ...</i>	<i>Then</i>
Single reprogramming transactions	Use the <u>Report</u> link at top right of the Reprogramming Manager page.
Multiple transactions of your choice	Use the <u>Full Search</u> feature to display a list of transactions. In the search results window, click to select the transactions you want printed, and click Report (at bottom of the search results page).
A single transaction as keyed, showing the Current Balance before and after the transaction	Use the File ... Print command of the Internet Explorer window.
Transactions pending approval	Use the Reprogramming Status Report.
All transactions for a program year	Use Report 6a in the HIDTA Reports. Report 9c shows all reprogramming transactions and all disbursement transactions and their effect on each account balances (budget and funds available balances).
Net effect of all transactions to date	Use Series 2 reports to see account balances: Reprogrammed amount, aggregate Current budget Reports 9a, 9b, 9d, and 9e reprogramming transaction details Report 9c provides aggregate amounts

Key Points

- Use the Reprogramming Manager page to:
 - create a new reprogramming transaction
 - search for and display existing transactions
 - edit unapproved reprogramming transactions and those not submitted for approval
 - approve reprogramming transactions
- The reprogramming request form provides 3 reports:
 - The Report 2d. Grant by Initiative, Award, and Resource Recipient report (**A**) shows account balances net of posted reprogramming transactions.
 - The Report 4a, the Budget Detail Report (**B**) provides current budget details and account totals net of approved reprogramming entries.
 - The **Report** link at the top prints a copy of the current reprogramming entry and its effect on the budget.
- The Search Results page also contains links for creating reports about individual transactions.
 - The **Report** button sends the selected (checked) transactions to a report
 - The **Export** button exports the selected (checked) transactions to Excel for printing
- Once approved or submitted for approval, the reprogramming transaction cannot be edited.
- A single rejection removes all approvals from the transaction (thus allowing edits).



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 6: Extensions

Learning Outcomes

At the end of this module, participants will be able to:

- Describe the process for obtaining grant extensions
- Create, save, delete, and print an extension request
- Locate and approve an extension request

Overview of Extensions

Currently, HIDTA awards provide funding for one year, but awards are issued with beginning and ending dates that allow for a two-year spending period. If resource recipients do not spend the award funds within the two-year award period, the award recipient can request an extension of up to one year in rare circumstances.

The first grant extension request is typically for six months, and ONDCP approves each request on a case-by-case basis.

Approval Chain

Within FMS.net, the extension request must be approved by the financial manager, HIDTA Director, and the ONDCP policy analyst and fiscal analyst.



Best Practice:

Monitor award end dates and spend during the award period to avoid extensions and to avoid unused funds being returned.

Extension Request Page

ONDCP requires compelling reasons for approve extension requests.

Extension Request

HIDTA

Canadian Border

Award Recipient

(17) Rock Springs Police Department

Grant

G17CB0017A

Retrieve

Save

Award start date:

01/01/2017

Award end date:

12/31/2018

Current extension date:

(none)

Pending Balance as of 4/07/2018:

\$821,200.00

Current Balance as of 4/07/2018:

\$821,200.00

Enter Request Details

Requested End Date

12/31/19

Justification for Request

Award arrived late, Jun 2017 and 3 new initiatives created startup challenges.

A

1422 characters remaining.

- A** Place all text for the justification within this text box, and try to avoid a separate document. Remember, you can copy and paste text from Word, Outlook, or other documents into this text box.

Creating / Editing Extension Requests

Like other transactions in FMS.net, you can only edit unapproved extension requests.

In the case of extensions, you create and edit a request using the same page, the Extension Request page.



Best Practice:

Request a grant extension well before the award period ends. Allow two months as a precaution.

1. From the Menu Bar, choose **Requests ... Extension Request**.
2. Complete the Heading Area and click **Retrieve**.

FMS.net retrieves the grant's current data such as current balance, award end date, and more.

If there is an existing unapproved extension request for the selected grant, FMS.net opens the transaction and allows you to edit it.

3. Key new data or edit existing data as needed and click **Save**.

*When the HIDTA financial manager clicks **Save**, FMS.net saves and approves the transaction at the financial manager level. It is ready for HIDTA Director approval, and the financial manager cannot edit it.*

*If editing is required, the HIDTA Director must click **Reject** to remove the financial manager's approval.*

Printing the Extension Request

Print the Extension Request using the same steps as you use to print any Web page. From the Menu Bar of the browser, choose **File ... Print**.



Practice Exercise 6-1: Creating an Extension Request

Overview

This exercise allows you to practice keying a grant extension request. Log in as a financial manager to complete this exercise.

Refer to page A-18 for detailed data you need to complete this exercise.

Extension Approval Page

The Extension Approval page changes slightly depending on your role at HIDTA:

- Financial managers typically use this page to review the ONDCP policy analyst's comments.
- HIDTA directors and other approvers use this page to approve or reject transactions.

Financial manager

Extension Approval											
											Save
											Check All Approvals
Appvd	Delete	HIDTA	FY	Award Recipient	Grant	Balance	Requested Date	Award Start Date	Award End Date	Justification for Request	Analyst Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(01) Allsville County Sheriff's Office	G17CB0001A	\$830,200.00	12/31/2019	01/01/2017	12/31/2018	Late award arrival.	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(17) Rock Springs Police Department	G17CB0017A	\$821,200.00	12/31/2019	01/01/2017	12/31/2018	Award arrived late, Jun 2017 and 3 new initiatives created startup challenges.	<input type="text"/>

HIDTA Director and other approvers

Extension Approval											
											Save
											Check All Approvals
Appvd	Reject	HIDTA	FY	Award Recipient	Grant	Balance	Requested Date	Award Start Date	Award End Date	Justification for Request	Analyst Comments
<input type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(17) Rock Springs Police Department	G17CB0017A	\$821,200.00	12/31/2019	01/01/2017	12/31/2018	Award arrived late, Jun 2017 and 3 new initiatives created startup challenges.	<input type="text"/>

Data Link to Transaction History

You can view the prior extensions for any grant by clicking the data link on the Extension Approval page.

Extension Approval

Save

Check All Approvals

Appvd	Reject	HIDTA	FY	Award Recipient	Grant	Balance	Requested Date	Award Start Date	Award End Date	Justification for Request	Analyst Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(01) Allsville County Sheriff's Office	G17CB0001A	\$830,200.00	12/31/2019	01/01/2017	12/31/2018	Late award arrival.	<div>^</div> <div>v</div>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(17) Rock Springs Police Department	G17CB0017A	\$821,200.00	12/31/2019	01/01/2017	12/31/2018	Award arrived late, Jun 2017 and 3 new initiatives created startup challenges.	<div>^</div> <div>v</div>

A

(17) Rock Springs Police Department - G17CB0017A

Requested Date	FM	HIDTA DIR	NHPO	NAT DIR	FMO
12/31/19	<input checked="" type="checkbox"/> 04/08/18 stu1_fm	<input checked="" type="checkbox"/> 04/08/18 stu1_dir			

A Click the data link to open the Extension Approval History window.

IG Notes

When the FM saves the transaction, the save includes FM approval.

When the HD rejects a transaction, it removes the FM's approval, so the FM must approve again – either of 2 ways:

- Extension request – retrieve and re-save
- Extension approval – place an approval checkmark and

Approving / Deleting Extension Requests

As you approve the extension request, you have these choices:

- Approve
- Delete (financial manager)
- Reject (HIDTA Director and other approvers)

Extension Approval											
											Save
											Check All Approvals
Appvd	Delete	HIDTA	FY	Award Recipient	Grant	Balance	Requested Date	Award Start Date	Award End Date	Justification for Request	Analyst Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(01) Allsville County Sheriff's Office	G17CB0001A	\$830,200.00	12/31/2019	01/01/2017	12/31/2018	Late award arrival.	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Canadian Border	2017	(02) Boulder County Sheriff's Office	G17CB0002A	\$830,200.00	12/31/2019	01/01/2017	12/31/2018	Late arrival of award to new initiative.	<input type="text"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Canadian Border	2017	(17) Rock Springs Police Department	G17CB0017A	\$821,200.00	12/31/2019	01/01/2017	12/31/2018	Award arrived late, Jun 2017 and 3 new initiatives created startup challenges.	<input type="text"/>

Steps

1. From the Menu Bar, choose **Approvals ... Extension Approval**.

FMS.net displays a list of all extensions awaiting your approval and those you approved in the past.

2. Click to checkmark the Apprvd box, OR click the red X to delete the transaction.
3. Click **Save** (if Apprvd), then click **OK** to confirm.



Practice Exercise 6-2: Approving an Extension Request

Overview

This exercise allows you to practice approving extension requests.

Turn to page A-19 for instructions to complete this exercise.

Expiring Awards

Of course you should not allow awards to expire with remaining funds.

Because federal awards cannot be extended, you know the end date of the award cannot be changed. Watching the expiration date of federal awards is important only to ensure the entire award amount is expended.

In the case of grants, which can be extended in special circumstances, you need to watch for the expiration date, and request an extension before the grant expires.

Here is a list of reports and data panels that will alert you to grants approaching expiration dates.

<i>Visit ...</i>	<i>To see ...</i>
Dashboard	Expiring Grants status box
Report 5a	All awards' End Date, Current Balance, and other summary information
Report 5e	List of grants expiring within 90 days.

Key Points

- Request an extension well before a grant expires.
- Create and edit an extension request on the same page, the Extension Request page.
- FMS.net allows financial managers to create, approve and delete unapproved extension requests; HIDTA directors and other approvers approve or reject transactions.



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Module 7 Additional Topics

Learning Outcomes

At the end of this module, participants will be able to:

- Change your password
- Hide or show initiatives
- Replicate budgets from the prior year
- Export and import budget data
- View award documents
- Update an award recipient's profile data
- Describe the grant closeout process
- Customize the Dashboard for your Home page
- Request a new initiative be added to the FMS.net database

Changing Your Password

There are no requirements on the frequency you must change your FMS.net password; however, you should change it periodically to protect your account.

Change Password

Type your current password, then type the new password twice. Click Update Password to save your change.

Current Password

New Password

Confirm Password

Steps

1. From the Menu Bar, choose **Utilities ... Change Password**.
2. Complete the Change Password page and click **Update Password**.

Show/Hide Initiatives

This utility allows you to hide or show initiatives from your list of initiatives when working with:

- Budget Request page
- Reprogramming Manager page
- Budget Replication page

Who Can Do This?

Only financial managers and FMS.net administrators can perform this task. Other users do not see this choice on the Utilities menu.

Utilities - Initiative Visibility

This page allows you to hide one or more initiatives. Hidden initiatives will not be displayed on the drop down lists for Budget Request and the Reprogramming Manager pages.

To hide an initiative, click the **HIDE** link on an initiative you no longer want to see. The link text will change to the text **SHOW**, allowing you to toggle its visibility.

2 initiative(s) are hidden.

Initiative	FSL	Action	Status
(01) Intelligence Support Center	L	HIDE	
(02) Mackinaw Investigative Support Center	L	HIDE	
(03) Central ISC	L	HIDE	
(04) GRAMNET	L	SHOW	Hidden
(05) Green Bay Investigation Support Unit	L	SHOW	Hidden
(06) Post-seizure Analysis	L	HIDE	
(07) Niagara Falls Intelligence Unit	L	HIDE	
(08) Prosecution Support	L	HIDE	
(09) Fugitive Location and Apprehension	L	HIDE	
(10) Fishing Vessel Methamphetamine Labs	L	HIDE	
(11) Flathead Drug Task Force	L	HIDE	
(12) Interlakes Drugs Task Force	L	HIDE	
(13) Mackinaw County Drug Task Force	L	HIDE	
(14) Mackinaw Marinas Network	L	HIDE	

Steps

1. From the Menu Bar, choose **Utilities ... Initiative Visibility**.
2. Review the list of initiatives, and click **Show** or **Hide** to toggle the choice as needed.

Replicating Prior Year Budgets

Unlike the replication feature of the Budget Request page (where you can replicate the current budget request data to the same program year), this feature allows you to replicate budget data from the prior year.

Example 1

Suppose your baseline budget remains flat from year to year for an initiative that has five participating agencies. Rather than key five individual budgets that are almost identical to the previous year, you can use the Budget Replication utility to replicate data from the prior year's Input budget to the current year as a duplicate Input budget. If preparing budgets for program year 2015, for example, here is what FMS.net can do:

<u>Copy from...</u>	<u>To create....</u>
2018, Agency A	2019 Agency A budget
2018, Agency B	2019 Agency B budget
2018, Agency C	2019 Agency C budget
2018, Agency D	2019 Agency D budget
2018, Agency E	2019 Agency E budget

The budgets created during the replication command have no evidence they were created using the replicate command; they are the same as though you keyed them individually.

❗ Important: FMS.net will not overwrite existing budget data when using the Budget Replication utility. This means you will want to use this utility early in the budget process (before you key budget data). It also means FMS.net may not replicate as many budgets as you request. FMS.net reports to you how many budgets were replicated, when complete.

❗ Important: It is no problem to copy more budgets than you need; use the Budget Approval page to delete unnecessary budgets

❗ Important: It is no problem to copy more budgets than you need; use the Budget Approval page to delete unnecessary budgets

Example 2

Suppose you have an initiative that is maintaining the same budget as the previous year. In the previous year, however, the initiative had 8 participating agencies and the current program year budgets will only reflect 5 participants. You have two alternatives:

Alternative 1

Key 5 new budgets, using separate reports (e.g., Report 4a) to show you each of the prior year's budget data as you key.

Alternative 2

Use the Budget Replication utility. Copy all 8 budgets for the initiative. (The initiative's award recipient, or fiduciary agency will be the same, but the grant number will be for the upcoming program year.) Use the Heading Area to select the Initiative and Grant/MOA fields, but leave the remaining choices set to *All*.

FMS.net copies 8 budgets to the new program year's grant number. Go to the Budget Approval page and delete the 3 budgets no longer needed. Edit the remaining budgets if needed using either the Budget Request page or the Budget Approval page.

Budget Replication Page

The Budget Replication page provides step-by-step instructions for performing the replication. Notice that if you do not change any of the choices in the Heading Area, the default is All. This means you can replicate many, many individual budgets (for each resource recipient) at one time.

Budget Replication - 2018			
HIDTA	Canadian Border	Award Recipient	(01) Allsville County Sheriff's Office
Initiative Name	(01) Intelligence Support Center	Grant/MOA	G18CB0001A
Initiative Type	Intelligence	Resource Recipient	- All -

The Budget Replication page allows the duplication or copying of prior year budgets for the selected combination initiative/ar/rr to the current year. For example, selecting only the resource recipient recreates new budgets for the current year, duplicating all prior year awarded budgets for that resource recipient.

Instructions:

1. Select an Initiative, Award Recipient, Resource Recipient or any combination of these.
2. Click the Replicate Budgets button.
3. The screen will reload and display a summary of the budgets recreated. Any unwanted budgets can be deleted in the Budget Approval screen.



Best Practice:

Use the budget replication feature early in the budget process – before you key data.

What gets copied

In the example above, only data that exists in 2018 will be replicated to 2019. Furthermore, if any budget data is already keyed for 2019, FMS.net will not overwrite the previous 2019 data, so delete 2019 budgets you no longer wish to keep.

Steps

1. From the Menu Bar, choose **Utilities ... Budget Replication**.
2. Complete the Heading Area to reflect the original set of budgets to be copied.
3. Click **Replicate Budgets**.

FMS.net copies the budgets and lists the new budgets created.

Note: After the replication completes, are you missing any budgets? Recall FMS.net does not over-write existing budget data, so some budgets may be skipped during the replication process

Budget Replication - 2019

HIDTA Award Recipient

Initiative Name Grant/MOA

Initiative Type Resource Recipient

The Budget Replication page allows the duplication or copying of prior year budgets for the selected combination initiative/ar/rr to the current year.
For example, selecting only the resource recipient recreates new budgets for the current year, duplicating all prior year awarded budgets for that resource recipient.

Instructions:

1. Select an Initiative, Award Recipient, Resource Recipient or any combination of these.
2. Click the Replicate Budgets button.
3. The screen will reload and display a summary of the budgets recreated. Any unwanted budgets can be deleted in the Budget Approval screen.

A 5 budget(s) created.

Initiative	Award Recipient	Grant	Resource Recipient	Amount
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	G19CB0001A	Flathead County Sheriff's Office	237,600.00
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	G19CB0001A	Lakewood Police Department	252,400.00
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	G19CB0001A	Michigan State Patrol	256,300.00
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	G19CB0001A	Sweetwater County District Attorney	123,900.00
(01) Intelligence Support Center	(01) Allsville County Sheriff's Office	G19CB0001A	Thunder Bay Police Department	77,000.00
Total				\$947,200.00

A FMS.net confirms the budgets that were created by the Budget Replication operation.

In the screen above, the user was expecting 6 individual budgets to be replicated from 2018 to 2019. However, FMS.net created only 5 of the 6 budgets – because one of the 2019 budgets was already created.

Best Practice:

Use the Replication feature liberally – before keying budgets from scratch. Keep in mind, you can create a larger set of budgets than you need, and delete the unneeded budgets via the Budget Approval page.



Practice Exercise 7-1: Replicating a Budget

Overview

Turn to A-20 in the appendix and complete Practice Exercise 7-1. In this exercise, you will replicate a previous year's budget to allow you to begin keying similar budgets for the program year.

Exporting and Importing Budget Data

The purpose for this utility is to allow HIDTA participants who do not use FMS.net to prepare budget data offline from FMS.net.

In summary, this feature allows the financial manager to create individual Excel files of individual budgets (one agency's budget for its participation in one initiative).

The Process

FMS.net exports the previous program year's Awarded Budget to Excel, creating an Offline Budget Input worksheet to gather data from someone who does not use FMS.net. The financial manager can email the Excel file to another person, such as the initiative commander, to gather budget request data. The financial manager and initiative commander may pass the Excel file back and forth several times as they discuss and edit the requested budget.

When the commander returns the completed Excel file, the financial manager returns to FMS.net and imports the data from the Excel file directly into FMS.net. It can be edited further, once in FMS.net, using the Budget Request page.

Offline Budget Request Page

The Web page contains step-by-step instructions for exporting and importing the data.

Offline Budget Request - 2019			
HIDTA	Canadian Border	Award Recipient	(01) Allsville County Sheriff's Office
Initiative Name	(01) Intelligence Support Center	Grant/MOA	G19CB0001A
Initiative Type		Resource Recipient	Flathead County Sheriff's Office

The Offline Budget Input utility allows you to download a predefined budget input work sheet in Excel format*, enter the requested budget and upload the work sheet for the selected combination Initiative/AR/RR to the current year.

Instructions:

1. Select an Initiative, AR, RR above.
2. Download a blank Budget Input Worksheet to your computer.
3. Complete the Budget Input Worksheet and save it on your computer.
4. Return to this screen and locate the saved file on your computer.
5. Upload the Excel file to FMS.net as a new budget.

* Files uploaded must be in Excel 97-2003 format. Excel 2007 and forward is currently not supported. The file can be modified in Excel 2007/2010 but must be saved as an Excel 97-2003 workbook.

Steps

1. From the Menu Bar, choose **Utilities ... Offline Budget Request**.
2. Complete the Heading Area to represent the individual budget you want to create.
3. Click **Download Budget Input Worksheet**.

FMS.net creates an Excel file that contains a blank worksheet in the budget format.

There are cells for quantities, amounts, and comments – just as you would find on the Budget Request page. The worksheet includes two columns of prior year budget totals.



Best Practice:

Send recipients a copy of the HIDTA Chart of Accounts along with the Excel file to ensure they classify expenses correctly.

Instruct recipients to click the Budget Detail sheet tab to begin.

Warn the recipients they can only key data in the light blue cells. Other areas of the Excel file are protected against data entry.



Warning: FMS.net will overwrite existing budget data, but, only if it has not been approved.

4. Follow the prompts to save the Excel file to your computer.
5. Repeat from Step 2 to create additional Excel files – one for each individual budget.
6. When complete, send the Excel files (perhaps as attachments to email) to the people who will fill them in with budget data (i.e., quantity, dollars, comments).

(Time goes by ...)

7. When the Excel files are returned and you are satisfied with the data received, return to FMS.net and choose **Utilities ... Offline Budget Request**.
8. Click the **Browse** button, locate the file, and click **Open**.
9. Click **Update Budget**.

FMS.net imports the file as budget data; it treats this data as if it were keyed in FMS.net directly onto the Budget Request page.



Practice Exercise 7-2: Importing and Exporting Budget Data

Overview

Turn to page A-21 in the appendix and complete Practice Exercise 7-2. In this exercise, you will export two existing budgets to create three Excel workbooks. You will open one of the Excel files, edit the budget data (to reflect the current program year needs) and import it back to FMS.net.

Managing Award Letters

FMS.net provides a filing system for HIDTA award documents – a sort of central repository for official award documents. This collection of documents is available to anyone with access to FMS.net, but users use it for different purposes.

- Generating award documents (for ONDCP use only)
- Downloading copies or signatures, and uploading the signed copies
- Viewing signed copies of completed award documents

Who Uses This Feature?

The Award Letters menu is used by a variety of HIDTA participants for different reasons, but our focus in on the local HIDTA financial managers or grantees. Here is a summary of who uses this feature.

	Task			
	Generate	Upload	View	Download copies
Who does it	ONDCP	ONDCP or NHAC	HIDTA or NHAC	HIDTA or Grantee

As you can see in the summary above, only ONDCP financial management staff generate award documents, and only ONDCP and NHAC upload signed documents, after scanning them to a .pdf file. Others at the local HIDTA use FMS.net to view award documents on file, and that is the focus of our discussion: viewing.

Award modification – a revised award letter to reflect changes to the award amount or other terms of the initial award agreement.

Two Collections of Award Documents

The menu groups all awards documents together depending on whether they are initial awards or award modifications.

Initial Awards

Completed award documents for initial awards are stored in a single .pdf file, depending on the type of award.

- State and local awards – the.pdf document includes
 - Award letter with Grant Agreement
 - Initiative Cash by HIDTA Report
 - Budget detail report similar to Report 4b
- Federal transfers – the.pdf document includes
 - MOA (memorandum of agreement)
 - Federal Cash Report
 - Budget detail reports similar to Report 4b for each HIDTA in which the agency participates
- Initial awards due to reprogramming transactions – the.pdf document typically includes the same contents as shown above.

Award Modifications

Award modification documents are further divided into two groups, depending on the award recipients being either state and local agencies, or federal agencies.

This group of documents allows award recipients to view the entire history of award modifications for each of their awards. The menu separates the state and local recipients from federal recipients.

- **Award Modification History** lists state and local awards
- **Award Modification History – National** lists the federal awards

⚡ **Warning:** FMS.net displays a warning message if your agency's signed award documents are not uploaded. NHAC accounting staff cannot approve disbursement transactions until the signed award documents are on file.

Steps to View Documents

When you see the word “generate” on the screen, keep in mind ONDCP generates the documents, but having access to this screen allows you to view the documents that have been generated and executed.

1. From the Menu Bar, choose **Award Letters**. Use the menus and additional choices to select the type of awards you would like to view.

State & Local

Federal

Initial Award Letter from Reprogrammings

2. Choose the type of award documents you wish to view.

FMS.net displays a list all award documents generated, signed and counter-signed, and uploaded to the library in FMS.

3. Locate the document in the list, then click the link, Click to view, next to any award document you wish to open.

FMS.net opens the .pdf file using Adobe Reader.

Download SF 424 Package (Application Package)

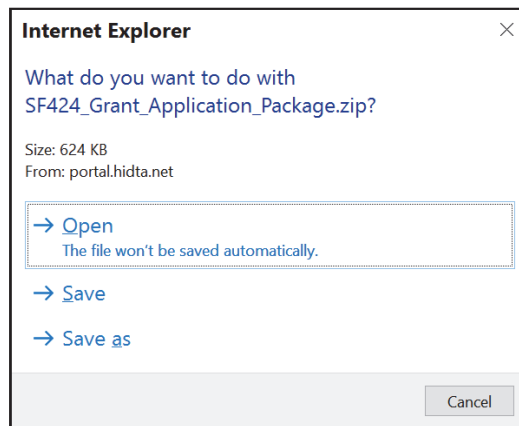
Unlike other grant programs, the HIDTA program accepts applications only from pre-approved grantees. In other words, agencies must have an approved budget before they apply for HIDTA grants. The HIDTA financial manager typically uses this feature for the grantees once the awards are certain.

This feature allows users to have a complete set of application documents required to apply for HIDTA grant funds. The files are downloaded as a bundle by way of a zip file, which means the entire set can be easily emailed to others.

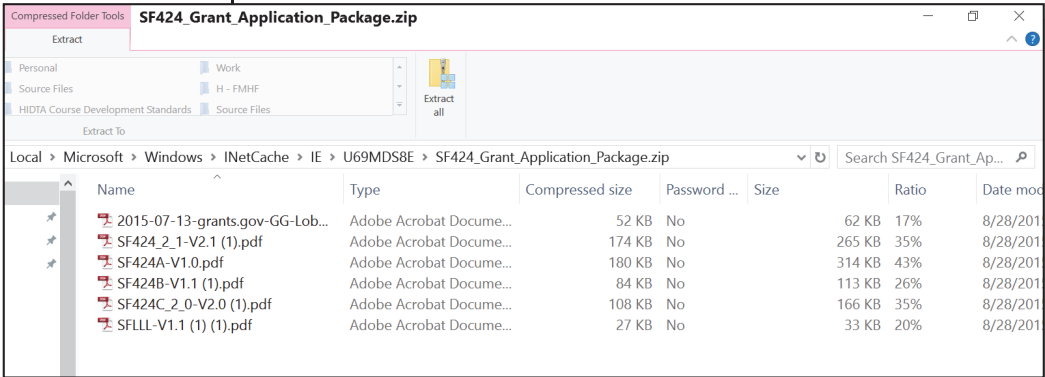
Steps

1. Click **Utilities ... Download SF 424 Package**.

FMS asks if you wish to open or save the zip file.



2. Make the selection of your choice. The zip file contains the following files.



Each of these must be completed and returned to the NHAC before the first disbursements request is approved.

Updating Award Recipient Data

Should an award recipient's data need updating use FMS.net to record and submit the new information to ONDCP.

1. Click **Utilities ... Award Update**.
2. Complete the header area to select an award and click **Retrieve**.
3. Correct the form's data as needed, and click **Update**.

Award Update

HIDTA National HIDTA Assistance Center Retrieve
Award Recipient California for a Drug Free Youth

California for a Drug Free Youth

Award Recipient Zip Code 92101-4586
(#####-####)
DUNS 803878917
Recipient City Code 41740 [Click to view US City codes \(Excel\)](#)
Recipient County Code 073 [Click to view County codes \(Excel\)](#)
Recipient County Name San Diego
Type of Recipient Independent ▼
Recipient Congressional District 52 [Click to view Congressional District codes](#)
Principal Place of Performance Code 00***** [Click to view guidelines](#)
Principal Place of Performance (State) California ▼
Principal Place of Performance (County or City) 073
Principal Place of Performance Zip Code
(#####-####, if required)
Principal Place of Performance Congressional District 52 [Click to view Congressional Distinct codes](#)
(##, if required)
Project Description Support of initiatives designed to implement the strategy proposed by the grantees' governing HIDTA Executive Board and approved by ONDCP. ^ ▼

Update

Closing Grants

FMS.net provides an orderly process for closing out HIDTA grants, and the process begins with the fiduciary's actions. When complete, many offices have been notified (so their records are updated), and a formal Grant Closeout Letter is generated, signed by ONDCP, and stored in FMS.net.

The Process

The grantee (fiduciary agency) initiates the closeout process by marking the last Financial Status Report as "Final," which alerts the National HIDTA Assistance Center's Financial Manager to begin the approval process using FMS. net. The fiduciary often contacts the NHAC Financial Manager to discuss the closeout, but regardless, the NHAC Financial Manager initiates the closeout transaction in FMS.net.

One by one, approvers are notified on their Dashboard in FMS.net and mark their acceptance in the following order:

- NHAC Financial Manager
- HIDTA Financial Manager
- Fiscal Management Officer (FMO)
- HIDTA Director
- National HIDTA Program Office (NHPO)

Upon completion, the National HIDTA Director signs the formal Grant Closeout Letter and a policy analyst at ONDCP uploads the signed letter (in electronic form) within FMS.net for permanent storage.

Steps in FMS.net

NHAC Financial Manager

1. From the Menu Bar, choose **Award Letters ... Grant Closeout**.

FMS.net displays a data selection screen for the manager to select the grant to be closed.

2. Complete the heading area at the top, and click **Retrieve**.

3. Select a reason for the closeout, using the drop-down list at the left side of the screen. (Not shown.)
 - Final SF 269 has been submitted (aka Financial Status Report in PMS)
 - Grant has expired
 - Grant has a low or zero balance
4. Enter comments, if desired and click **Begin Closeout**.

FMS generates an approval page with all approvers listed (with comment text boxes). The closeout transaction is ready for the next approver in the list.

FINANCIAL MANAGEMENT SYSTEM

Welcome Patty Perez! Thursday, December 8th, 2011 10:50 AM

Home Requests Approvals Reports Award Letters Batch Login Utilities Log Out

Grant Closeout

HIDTA: Canadian Border Retrieve

Year: 2008

Grant: IBPCBP021Z

[Click to download the Grant Closeout guide](#)

Grant Information

Grant	IBPCBP021Z
AR	(21) Alameda County Sheriff's Office
Start Date	1/1/08
End Date	12/31/12
Current Balance	\$1,397,000.00
Closeout Status	In Process
# Days HIDTA	0

Approvals

BHAC Patty Perez 12/8/11 ✓

☒ The grant has a low or zero balance.

Comments: The grant has a zero balance.

HIDTA Financial Manager

☐ I certify that all financial reporting has been completed and this grant can be closed out in the DPM and FMS systems.

Comments:

FMO

☐ This grant has been authorized and submitted for closure within the financial systems, unless otherwise noted.

Comments:

HIDTA Director

☐ I certify that all programmatic and substantive reporting requirements for this grant have been met.

Comments:

Program Office

☐ This grant is closed and the requisite close letter has been sent to the HIDTA to complete the grant.

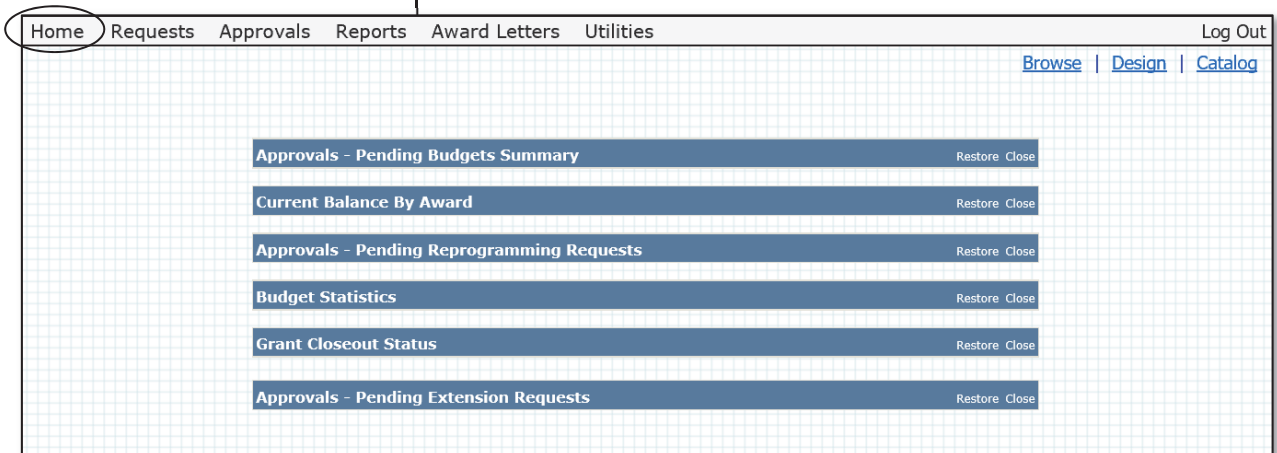
Approvers

5. Each approver receives notification, in turn, on his or her Dashboard when he or she logs into FMS.net. The status box Grant Closeout Status provides a link to each grant closeout transaction awaiting approval.
6. One by one, the approvers approve the transaction, until the policy analyst at ONDCP provides the final approval and generates (and uploads to FMS.net) the Grant Closeout Letter.

Customizing the Dashboard

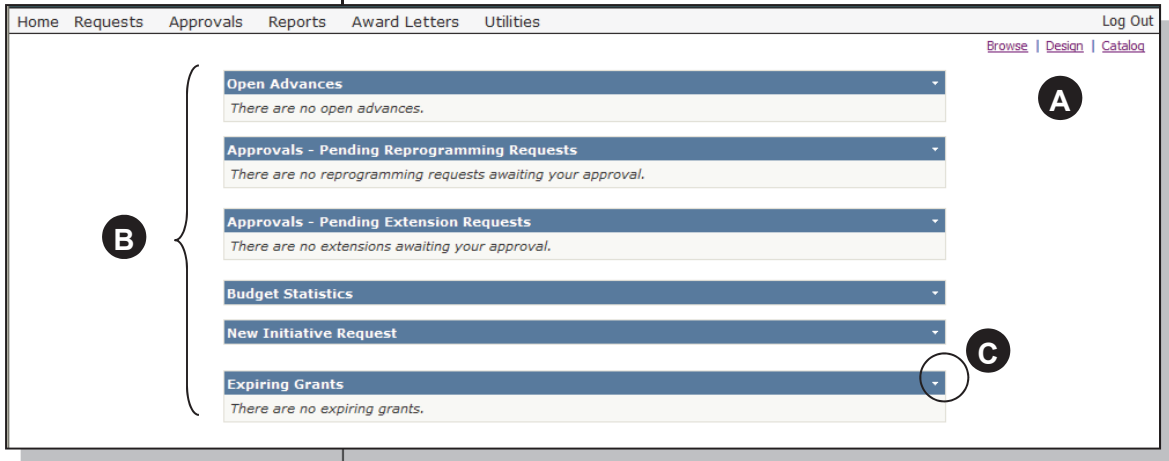
The Dashboard appears on your Home page, with default settings that may or may not suit your needs. You can customize what information is included on your Dashboard, and you can arrange the status boxes (the “gauges”) in whatever order you wish.

Note: This portion of the software is a purchased package, not software developed by the FMS.net developers at HIDTA. Therefore, there are portions of this feature that HIDTA users don’t use.



Parts of the Dashboard

The screen above shows six of the 10 status boxes available to HIDTA users.



- A** Dashboard toolbar.
- B** Status boxes, up to 10 may be displayed.
- C** Sizing button; each status box has one.

Toolbar

The Dashboard toolbar allows you to edit the Dashboard. The only menu choice you will need is **Catalog**, which allows you to edit the Dashboard layout and choose from the 9 choices for HIDTA status boxes.

Status box

A status box contains information about a topic or types of transactions in FMS.net. They often contain data links to open the transactions you see listed.

Sizing button

Each status box contains a sizing button at the top right to allow you two of the following three choices:

- | | |
|----------|---|
| Close | Removes the status box from the Dashboard |
| Minimize | Reduces the size so small that it does not show any details inside the box. |
| Restore | Restores (or expands) the status box to show the full contents of the box. |

Data Links

Status boxes often contain links to the pending transactions they list.

The screenshot displays the FMS.net interface with a navigation bar at the top containing links: Home, Requests, Approvals, Reports, Award Letters, Utilities, and Log Out. On the right side of the navigation bar are links for Browse, Design, and Catalog. The main content area features several status boxes:

- Approvals - Pending Budgets Summary** (Restore Close)
- Current Balance By Award** (Restore Close)
- Approvals - Pending Reprogramming Requests** (Minimize Close)

The 'Approvals - Pending Reprogramming Requests' box contains a table with the following data:

Reprogramming ID	HIDTA	Type	Total	Last Appvd Date	Create Date	Fed
10101	Canadian Border	HIDTA	\$15,000.00	4/7/2018 3:06 PM	4/7/2018 3:06 PM	No

Below the table is a link: [Open all entries listed above. >](#). At the bottom of the status boxes are:

- Budget Statistics** (Restore Close)
- Grant Closeout Status** (Restore Close)
- Approvals - Pending Extension Requests** (Restore Close)

- A** Click the ID number of the transaction to open the transaction and approve it.
- B** You can click this link to open all pending transactions at once.

Customizing the Dashboard

As you work in the edit mode for the Dashboard, you will see 9 Web Parts, or Zones. To HIDTA users, these have little meaning.

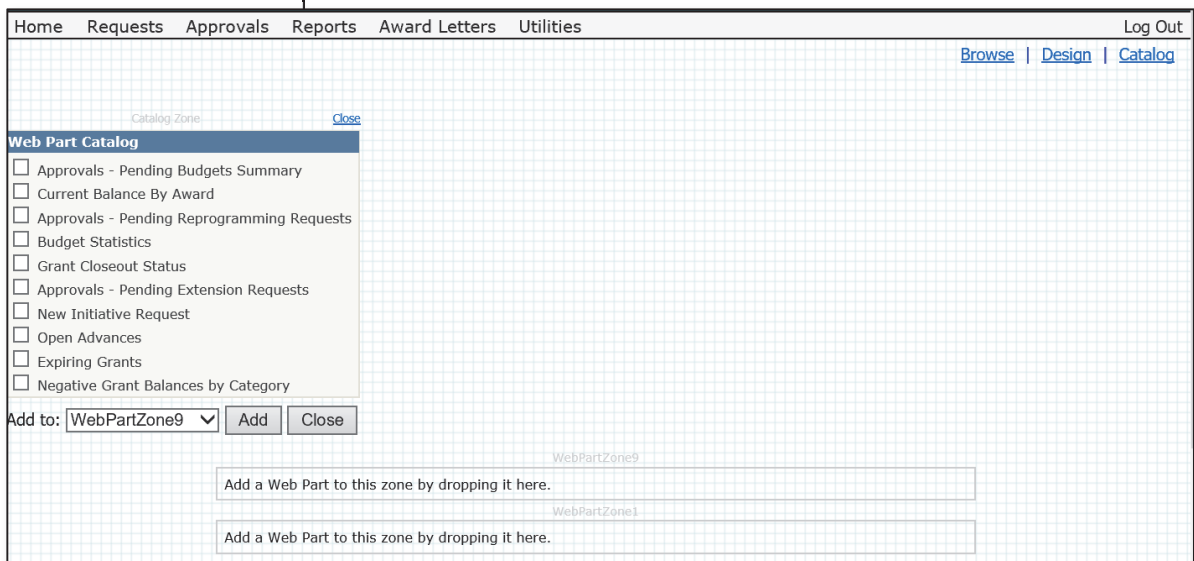
You may choose to fit all 9 status boxes into one zone, or you may choose to have each status box positioned separately in its own zone. Again, to HIDTA users, Web zones have little meaning.

What is important is that you know how to add, delete, and move the status boxes into one or more of the zones.

Adding a Status Box

1. Click **Catalog** on the Dashboard toolbar.

FMS.net displays the Dashboard's editing window; it contains 9 zones, and the remaining available status boxes are listed in the Web Part Catalog window at the top left of the page.



2. Checkmark each status box you want to add, select the Web Part Zone, and click **Add**. (Many users place one status box in each of the Web Part Zones, which allows them to control the order in which they appear.)

3. When complete, return to the Home page to exit the editor.

Deleting a Status Box

1. Click **Catalog** on the Dashboard toolbar to edit the dashboard contents.
2. Locate the status box to be deleted, then choose **Close** from the sizing button at the top right of the status box.

As you release your mouse, the status box returns to the Page Catalog (list of status boxes) for future selection.

Moving a Status Box to a New Position

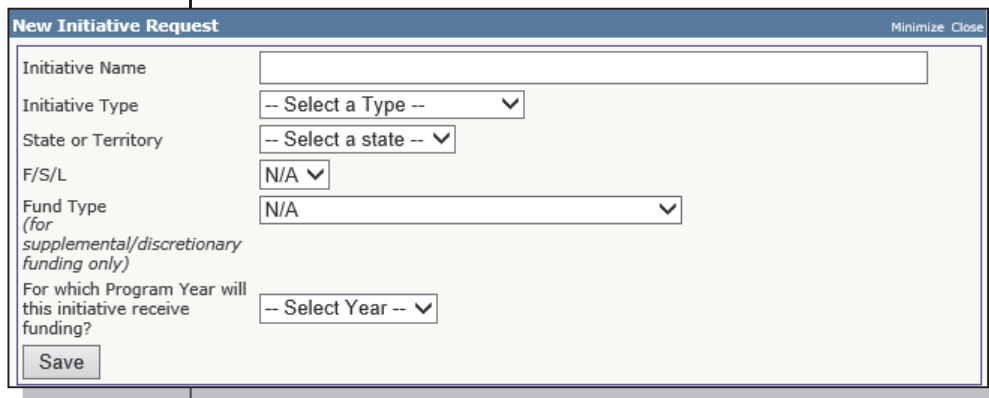
Some browser programs allow you to drag and drop the status boxes to new positions.

If you cannot move the status box positions within or among the Web Part Zones by drag and drop, use the steps above to delete it, then add it again to a different WebPartZone, as desired.

Request a New Initiative

This request form is only available on the Dashboard. If you have removed it from the Dashboard (on your Home page), you must first edit the Dashboard to include this status box.

Turn to page 7-23 for instructions on customizing the Dashboard to include this status box, if you do not see it on your Home Page.

The image shows a web form titled "New Initiative Request" with a "Minimize Close" button in the top right corner. The form contains several fields: "Initiative Name" (a text input), "Initiative Type" (a dropdown menu with "-- Select a Type --"), "State or Territory" (a dropdown menu with "-- Select a state --"), "F/S/L" (a dropdown menu with "N/A"), "Fund Type" (a dropdown menu with "N/A" and a note "(for supplemental/discretionary funding only)"), and "For which Program Year will this initiative receive funding?" (a dropdown menu with "-- Select Year --"). A "Save" button is located at the bottom left of the form.

Initiative Name	<input type="text"/>
Initiative Type	-- Select a Type --
State or Territory	-- Select a state --
F/S/L	N/A
Fund Type (for supplemental/discretionary funding only)	N/A
For which Program Year will this initiative receive funding?	-- Select Year --
<input type="button" value="Save"/>	

1. Complete the form, and click **Save**.

Key Points

- Use the Initiative Visibility utility to hide (or unhide) initiatives from the Budget Request and the Reprogramming Manager pages.
- Use the Budget Replication utility to copy Awarded Budgets from the prior year to the next program year (as an Input budget).
- Use the Offline Budget Worksheet, an Excel file for exporting and importing budget data. It allows others to use Excel to prepare budget request offline from FMS.net.
- Customize the Dashboard to suit your needs; change your Dashboard settings through the year to reflect your current needs for monitoring data in FMS.net.
- The Request a New Initiative form is available only on the Dashboard of your Home page.
- Submit Help tickets online using **Utilities ... Help** from the FMS.net Menu Bar.



Record a few tips for yourself that will be useful when you begin using FMS.net.

Notes to Myself

1. _____

2. _____

3. _____

Appendix A: Exercises



Practice Exercise 1-1

Launching FMS.net

Overview

This exercise allows you to practice navigating through the Web pages of FMS.net.

Initiative and Award Recipient

Each student has an assigned initiative and award recipient, named in such a way to be easily identified by students. Here is the pattern:

Student	Initiative	Award Recipient
1	(01) Intelligence Support Ctr	(01) Allsville Cty SO
2	(02) Mackinaw ISC	(02) Boulder Cty SO
3	(03) Central ISC	(03) Cascade Cty SO
... and so forth

Directions

1. Log in to FMS.net using your assigned login credentials.
2. Navigate to the following Web pages using the Menu Bar. Do not complete any of the data fields; simply display each Web page.
 - Budget Request
 - Disbursement Request
 - Home page
3. Navigate to the Disbursement Approval page, and for the current program year, display the disbursements awaiting approval. Do not approve or make any changes.
4. Return to the Home page without saving any work.



Practice Exercise 2-1

Keying Budget Data

Overview

In this exercise, you will practice keying budget data using the Budget Request page. You will only key part of the data in this exercise, and you will return later to finish keying the budget data.

Directions

1. Use your assigned student number to help you locate the initiative, the award recipient, and the grant number to prepare a budget for upcoming program year.

Choose Thunder Bay Police Department as the resource recipient before clicking the **Retrieve** button.

2. Key the following budget data for Thunder Bay's budget.

Account / Sub-account	Qty	Amount
Personnel		
Coordinator	1	45,000
Subtotal		45,000
Fringe		
Coordinator	1	10,800
Subtotal		10,800
Travel		
Training	4	5,000
Subtotal		5,000
Facilities		
Lease	1	125,000
Support		20,000
Utilities		25,000
Subtotal		170,000

3. Save your work, and return to the Home page.

Result

You have created one individual budget for Thunder Bay Police Department.



Practice Exercise 2-2

Continue Keying a Saved Budget

Overview

This exercise is a continuation of Exercise 2-1, as though time has passed and you want to return to keying the initiative's budget data.

Directions

1. Return to the Budget Request page and retrieve the individual budget you created. Continue keying the data shown below.

Budget Item	Qty	Amount
Services		
Communications - office phones		2,400
Printing & document support		2,000
Software maintenance		5,000
Subscriptions - publications		1,500
Subtotal		10,900
Equipment: computers – laptops		9,600
Subtotal		9,600
Supplies		
Office		4,200
Software		8,500
Subtotal		12,700

2. Save your work and return to the Home page.

Result

You will have one budget created for your initiative: the budget for Thunder Bay Police Department.



Practice Exercise 2-3

Duplicating Same Year Budgets

Overview

Suppose you need to create two individual budgets that are very similar to the individual budget you keyed for Thunder Bay Police Department.

In this exercise, you will retrieve the individual budget for Thunder Bay, edit one figure, then re-Save it to create budgets for:

- Flathead County Sheriff's Office
- Michigan State Patrol

Directions

1. Retrieve the individual budget you keyed for Thunder Bay Police Department.
2. Change the resource recipient to Flathead County Sheriff's Office, and click **Save**. You have created a new budget identical to Thunder Bay Police Department's budget.
3. Repeat for Michigan State Patrol, except make is a slight edit to this budget:

Result

In this exercise, you used Thunder Bay Police Department's budget as a model, and copied the same data (with edits as needed) to create new budgets for:

Flathead County Sheriff's Office
Michigan State Patrol



Practice Exercise 2-4

Approving a Budget

Overview

This exercise allows you to practice approving budgets using the Budget Approval page.

Instructions

1. Navigate to the **Budget Approval** page, and retrieve the budgets you keyed that are now awaiting approval.
2. Approve two budgets for your initiative:
 - Flathead Sheriff's Office
 - Michigan State Patrol
3. Open any budget for your initiative and make the Facilities – Lease account to \$50,000. Save the revised budget.
 - Thunder Bay Police Department
4. Approve the Thunder Bay Police Department budget, and return to the Home page.

Result

You have three budgets for your initiative approved at the financial manager level.



Practice Exercise 3-1

Generating Reports

Overview

This exercise allows you to practice generating and exporting reports.

As always, if you have any questions as you work, feel free to ask the instructor for assistance.

Directions

1. Create Report 4a to display the following:
 - Previous program year
 - Current Budget (net of approved transactions)
 - Your initiative and award recipient
 - All five resource recipients
2. (a) Create Report 3b to display the following data:
 - Previous program year
 - Current Budget (net of approved transactions)
 - Your initiative
3. (a) Use Report 4b, and create separate reports for each initiative/resource recipient combination.
 - Upcoming program year
 - Budget input
 - Your initiative
 - All resource recipients

3. Report 4b, *continued*

(b) Open the.pdf file and review it; there is no need to save it. Use the toolbar to scroll through the pages of the report. Check the titles to ensure you have separate reports for each resource recipient.

(c) Close the Adobe Reader.

Result

You have created and reviewed three reports.



Practice Exercise 4-1

Keying Disbursement Requests

Overview

Using the data provided below, key two simple disbursement requests for your initiative. You will use ID numbers that correspond with your student number, to help you locate your transactions later.

Directions

For both disbursement transactions, use this information:

- **Award recipient:** corresponds to your student number
- **Grant:** *(provided by the instructor)*
- **PMS transaction number:** Create a number that reflects your student number. Use the format:

999000nnn Where nnn is your student number

Examples

999000001 For student 01

999000002 For student 02

- **HIDTA Internal ID:** Key your initials into this field. It allows you to keep track of the exact data you key during class.
- **Save --** Do not Submit for approval.

Reimbursement

(a) **From and To Expenditure Period:** *(provided by the instructor)*

(b) Personnel.....10,598.03
 Fringe2,609.09
 Overtime500.83
 Services.....512.05

Advance

(a) **From and To Expenditure Period:** From today's date to three days from today.

(b) Facilities.....10,000
Services.....2,500

Result

You have created two disbursement transactions. The Current Balance for each account will not be updated until the NHAC accounting staff and manager approve these transactions.



Practice Exercise 4-2

Editing a Disbursement Transaction

Overview

This exercise allows you to practice using the Disbursement List and other tools on the Disbursement Approval page. Because you saved the earlier transactions (and did not Submit them for approval), you can still edit them.

Be sure to use the Filter tool to assist you in this exercise.

Directions

1. Edit *your* reimbursement transaction, the one keyed in Exercise 4-1. Open it and delete the Overtime expenditures.
2. Save your work and return to the Home page.

Result

You now have two disbursement transactions with your initials: one reimbursement and one advance transaction.



Practice Exercise 4-3

Recording Actuals for an Advance

Overview

This exercise allows you to practice using the Advance Actuals page to record the actual expenditures.

Directions

1. Go to the Disbursement Approval page and retrieve all transactions for the requested program year. Filter the list to locate the ADV transaction for your grant number.
2. Open the Actuals page of the open advance.
2. Click the button, **Copy Request -> Actual** to copy the amounts in the *Requested Amount* column to the *Actual* column.
3. Reduce the Travel amount to \$ 37,000.
4. Add \$5,000 to the account, Other.
3. **Submit** the transaction for NHAC approval.

Result

You now have a *pending* Actuals transaction, awaiting approval from the NHAC accounting staff. The NHAC will be waiting for your documentation to support these actual expenses.



In this exercise, record the ID number for each transaction you key.

Record the ID number:

Practice Exercise 5-1

Keying Reprogramming Requests

Overview

Create three reprogramming requests to shift money from one budget account to another. **Do not submit** the transactions unless instructed to do so.

Directions

Using the data provided below, create three reprogramming transactions.

For all transactions:

Program year *(provided by the instructor)*

Initiative Corresponds with your student number

Grant/MOA Corresponds with your student number

Transaction 1:

Justification: To reallocate funds from an eliminated position. Requested by Cmdr. Victor Wells.

		<u>Increase</u>	<u>Decrease</u>
Thunder Bay PD	Services		\$3,000
Thunder Bay PD	Travel	3,000	

Transaction 2:

Justification: New lease agreement excludes maintenance services that were previously included. Request made by Charlene Harper.

		<u>Increase</u>	<u>Decrease</u>
Sweetwater Cty DA	Services	\$12,000	
Sweetwater Cty DA	Facilities		\$12,000

Hint: You may want to use the **Copy** button after keying Line 1, then use the drop-down list at the Account field to change the accounts for the new lines.

Record the ID number:

Transaction 3:

Justification: Position now filled by FCSO, so remaining funds for this position transferred to FCSO. See MOU.

		<u>Increase</u>	<u>Decrease</u>
Flathead County SO	Personnel	\$22,000	
Michigan State Patrol	Personnel		\$22,000

Hint: You may want to use the Copy button after keying Line 1, then use the Edit button to change the Resource Recipient of Line 2.

Approval:

For this transaction, use the **Submit for Approval** link to accomplish both saving and approving the completed transaction.

Result

You have created three reprogramming transactions; two are saved but not submitted, and one is approved at the financial manager level. In the next exercise, we will search for the two saved transactions, so you can submit and approve them.



Practice Exercise 5-2

Approving Reprogramming Transactions

Overview

In this exercise, you will search for your reprogramming transactions, and approve only one.

Directions

1. Search for the following transactions in the previous and current program year, and record how many you find in each program year.
 - (a) Those with Thunder Bay PD as the resource recipient.
 - (b) Those that affect the Facilities account for your Award Recipient.
 - (c) Those with Justification text that contains *Wells*.
2. Search for the transactions you created earlier today. Open all three transactions for display on the reprogramming form of the Reprogramming Manager page.
3. Approve the second transaction you created. (You may need to refer to the ID number you recorded in the previous exercise.)

Record the count of how many you find.

Program Year
Prev. / Current

(a) _____ / _____

(b) _____ / _____

(c) _____ / _____

ID number of the approved transaction:



Practice Exercise 6-1

Creating an Extension Request

Overview

In this exercise, you will create an extension request.

Directions

1. Locate the expiring grant for your initiative's award, as provided by the instructor.
2. Create an extension request to extend the grant six months from its current Award End Date; enter the Justification to reflect what you believe is a compelling reason for extending the award's end date.
3. Be sure to click **Save**.

Result

You have one extension request pending the financial manager's (your) approval.



Practice Exercise 6-2

Creating and Approving an Extension Request

Overview

In this exercise, you will create an extension request and display all extension requests pending approval at the Canadian Border HIDTA.

Directions

1. Create an extension request for your grant for last program year. Request the extension to be 6 months beyond the award end date.
2. Open the Extension Approval page and display all pending extension requests.

Result

Canadian Border HIDTA has multiple extension requests awaiting the HIDTA Director's approval: one extension request per grant (or one per classroom student).



Recall the Budget Replication feature will not overwrite an existing budget.

Practice Exercise 7-1

Replicating Budgets

Overview

You will replicate the previous budgets as a starting point for preparing next program year's budgets. In this exercise, you will replicate the individual budgets for your initiative.

Directions

1. On the Menu Bar, choose **Utilities ... Budget Replication**.
2. Choose the following:

For ...	Choose ...
Initiative Name	Your assigned initiative
Award recipient	Your assigned award recipient
Resource Recipient	All

3. Click **Replicate Budgets**.

FMS.net replicates the budgets to create the next program year's budgets –only where next year's budgets do not already exist.

FMS.net displays a confirmation message that the individual budgets were created.

4. Open the Budget Approval page and locate the new budgets.

Result

You created two individual budgets for next program year, using the Budget Replication utility:

- Lakewood Police Department
- Sweetwater Sheriff's Office

Note: Notice that because you already keyed and created three individual budgets for the program year, FMS.net did not overwrite those budgets. Therefore only two budgets were replicated.



Practice Exercise 7-2

Importing and Exporting Budget Data

Overview

In this exercise, you will export three individual budget worksheets for your initiative. You will create three individual Excel files, external to FMS.net.

Using Excel, you will open one of the files, Thunder Bay Police Department's budget data, edit the budget data further using Excel, save the Excel file, and then import it back into FMS.net.

Directions

1. Export data using the Offline Budget Request page. Create the following Excel files:
 - (a) Select your initiative, your award, your grant number for resource recipient **Flathead Sheriff's Office**. Save it to your computer.
 - (b) Repeat for every remaining resource recipient in your initiative.
2. Open the Excel file for **Thunder Bay Police Department**, and add \$100,000 for 2 new personnel positions of your choice. Include Comments to help you identify your addition: "2 new positions." Save the Excel file again.
3. Return to the Offline Budget Request page and upload the Excel file for **Thunder Bay Police Department**.
4. Review the budget you edited for Thunder Bay Police Department. Either:

- (a) Create Report 4a to view the budget, *or*
- (b) Retrieve the most recent year's budget data for Thunder Bay Police Department on the Budget Request page, *or*
- (c) Use the Budget Approval page and open the budget awaiting approval.

Result

You have imported revised data for the individual budget of Thunder Bay Police Department -- using Excel and working offline from FMS.net.

Appendix B: Sample Reports

⚡ **Warning:** The first time you use the report feature of FMS.net you may discover your Browser program (e.g., Internet Explorer) has pop-up windows blocked. If a report fails to run the first time you use FMS.net, disable your browser's pop-up blocker. Contact your local network administrator if you need assistance locating this feature on your computer.

About Reports

The reports in the Reports List are subject to change as the system administrators continuously develop new reports. Most often, new reports are added to the library, but reports can also be combined and renamed, so watch for changes. The following sample reports from the Reports List do not show every variation of every report; selected report samples show the versatility of each report in the library.

Report #1a

(All Initiatives)

[illegible]

Report #1b

(All Initiatives)

A	B	C	D	E	F	G	H	I	J	K	L
1b. Initiative Summary by Award Recipient											
Canadian Border											
FY 2018											
Input											
Initiative	Award Recipient	Grant # / MOA	Personnel	Fringe	Overtime	Travel	Facilities	Services	Equipment	Supplies	
(01) ISC	(01) Allsville County SO	G18CB0001A	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
	Total		455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
(02) Mackinaw ISC	(02) Boulder County SO	G18CB0002A	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
	Total		455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
(03) Central ISC	(03) Cascade County SO	G18CB0003A	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
	Total		455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
(04) GRAMNET	(04) Davis County SO	G18CB0004A	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
	Total		455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	
(05) Green Bay	(05) Douglas County	G18CB0005A	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00	

Report #1c

(All Initiatives)

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6	Initiative	Resource Recipient	Personnel	Fringe	Overtime	Travel	Facilities	Services	Equipment	Supplies
7	(01) Intelligence Support	Flathead County Sheriff's Office	130,000.00	31,200.00	30,500.00	5,000.00		34,850.00		6,050.00
8	Center	Lakewood Police Department	130,000.00	31,200.00	30,500.00	5,000.00	20,000.00	27,000.00	5,000.00	3,700.00
9		Michigan State Patrol	130,000.00	31,200.00	30,500.00	9,000.00		27,500.00	9,600.00	18,500.00
10		Sweetwater County DA		15,600.00		9,000.00	20,000.00	12,000.00	1,800.00	500.00
11		Thunder Bay Police Department				9,000.00		68,000.00		
12		Total	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00
13	(02) Mackinaw Investigative	Flathead County Sheriff's Office	130,000.00	31,200.00	30,500.00	5,000.00		34,850.00		6,050.00
14	Support Center	Lakewood Police Department	130,000.00	31,200.00	30,500.00	5,000.00	20,000.00	27,000.00	5,000.00	3,700.00
15		Michigan State Patrol	130,000.00	31,200.00	30,500.00	9,000.00		27,500.00	9,600.00	18,500.00
16		Sweetwater County DA		15,600.00		9,000.00	20,000.00	12,000.00	1,800.00	500.00
17		Thunder Bay Police Department				9,000.00		68,000.00		
18		Total	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00
19	(03) Central ISC	Flathead County Sheriff's Office	130,000.00	31,200.00	30,500.00	5,000.00		34,850.00		6,050.00
20		Lakewood Police Department	130,000.00	31,200.00	30,500.00	5,000.00	20,000.00	27,000.00	5,000.00	3,700.00
21		Michigan State Patrol	130,000.00	31,200.00	30,500.00	9,000.00		27,500.00	9,600.00	18,500.00
22		Sweetwater County DA		15,600.00		9,000.00	20,000.00	12,000.00	1,800.00	500.00
23		Thunder Bay Police Department				9,000.00		68,000.00		
24		Total	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00
25	(04) GRAMNET	Flathead County Sheriff's Office	130,000.00	31,200.00	30,500.00	5,000.00		34,850.00		6,050.00
26		Lakewood Police Department	130,000.00	31,200.00	30,500.00	5,000.00	20,000.00	27,000.00	5,000.00	3,700.00
27		Michigan State Patrol	130,000.00	31,200.00	30,500.00	9,000.00		27,500.00	9,600.00	18,500.00
28		Sweetwater County DA		15,600.00		9,000.00	20,000.00	12,000.00	1,800.00	500.00
29		Thunder Bay Police Department				9,000.00		68,000.00		
30		Total	455,000.00	109,200.00	91,500.00	37,000.00	40,000.00	169,350.00	16,400.00	28,750.00

Report #2a

(All Initiatives)

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	2a. Grant Balance by															
2	Canadian Border															
3	FY 2018															
5																
6																
7																
8																
9	(01) Allsville County															
10	G18CB0001A															
11			Personnel	455,000.00	0.00	455,000.00	50,000.00	405,000.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	255,000.00
12			Fringe	109,200.00	0.00	109,200.00	14,000.00	95,200.00	44,500.00	0.00	0.00	0.00	0.00	0.00	0.00	50,700.00
13			Overtime	91,500.00	0.00	91,500.00	0.00	91,500.00	14,608.00	0.00	0.00	0.00	0.00	0.00	0.00	76,892.00
14			Travel	37,000.00	-9,000.00	28,000.00	33,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00
15			Facilities	40,000.00	9,000.00	49,000.00	0.00	49,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,000.00
16			Services	169,350.00	0.00	169,350.00	20,000.00	149,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,350.00
17			Equipment	16,400.00	0.00	16,400.00	0.00	16,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,400.00
18			Supplies	28,750.00	0.00	28,750.00	0.00	28,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,750.00
19			Total G18CB0001A	947,200.00	0.00	947,200.00	117,000.00	830,200.00	209,108.00	0.00	209,108.00	209,108.00	0.00	0.00	0.00	621,092.00
20			Total (01) Allsville	947,200.00	0.00	947,200.00	117,000.00	830,200.00	209,108.00	0.00	209,108.00	209,108.00	0.00	0.00	0.00	621,092.00
21																
22	(02) Boulder County															
23	G18CB0002A															
24			Personnel	455,000.00	0.00	455,000.00	50,000.00	405,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405,000.00
25			Fringe	109,200.00	0.00	109,200.00	14,000.00	95,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95,200.00
26			Overtime	91,500.00	0.00	91,500.00	0.00	91,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91,500.00
27			Travel	37,000.00	-9,000.00	28,000.00	33,000.00	-5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00
28			Facilities	40,000.00	9,000.00	49,000.00	0.00	49,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,000.00
29			Services	169,350.00	0.00	169,350.00	20,000.00	149,350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149,350.00
30			Equipment	16,400.00	0.00	16,400.00	0.00	16,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,400.00
31			Supplies	28,750.00	0.00	28,750.00	0.00	28,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,750.00
32			Total G18CB0002A	947,200.00	0.00	947,200.00	117,000.00	830,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830,200.00
33			Total (02) Boulder	947,200.00	0.00	947,200.00	117,000.00	830,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	830,200.00
34																
35	(03) Cascade County															
36	G18CB0003A															
37			Personnel	455,000.00	0.00	455,000.00	50,000.00	405,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405,000.00

Report #2b

(All Initiatives)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2b. Grant Balance by Initiative															
2	Canadian Border															
3	FY 2009															
4																
5																
6																
7	(01) Intelligence Support Center															
8		Personnel														
9		Fringe	630,000.00	0.00	630,000.00	50,000.00	14,000.00	580,000.00	0.00	0.00	0.00	0.00	0.00	0.00	580,000.00	
10		Overtime	151,200.00	0.00	151,200.00	14,000.00	0.00	137,200.00	0.00	0.00	0.00	0.00	0.00	0.00	137,200.00	
11		Travel	122,000.00	0.00	122,000.00	-0.00	-0.00	122,000.00	0.00	0.00	0.00	0.00	0.00	0.00	122,000.00	
12		Facilities	37,000.00	-9,000.00	28,000.00	33,000.00	-5,000.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	
13		Services	210,000.00	9,000.00	219,000.00	-0.00	-0.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	219,000.00	
14		Equipment	169,350.00	0.00	169,350.00	20,000.00	-0.00	149,350.00	0.00	0.00	0.00	0.00	0.00	0.00	149,350.00	
15		Supplies	26,000.00	0.00	26,000.00	-0.00	-0.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00	
16		Total	51,450.00	0.00	51,450.00	-0.00	-0.00	51,450.00	0.00	0.00	0.00	0.00	0.00	0.00	51,450.00	
17		Total	1,397,000.00	0.00	1,397,000.00	117,000.00	117,000.00	1,280,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280,000.00	
18	(02) Mackinaw Investigative Support															
19		Personnel	630,000.00	0.00	630,000.00	50,000.00	14,000.00	580,000.00	0.00	0.00	0.00	0.00	0.00	0.00	580,000.00	
20		Fringe	151,200.00	0.00	151,200.00	14,000.00	0.00	137,200.00	0.00	0.00	0.00	0.00	0.00	0.00	137,200.00	
21		Overtime	122,000.00	0.00	122,000.00	-0.00	-0.00	122,000.00	0.00	0.00	0.00	0.00	0.00	0.00	122,000.00	
22		Travel	37,000.00	-9,000.00	28,000.00	33,000.00	-5,000.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	
23		Facilities	210,000.00	9,000.00	219,000.00	-0.00	-0.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	219,000.00	
24		Services	169,350.00	0.00	169,350.00	20,000.00	-0.00	149,350.00	0.00	0.00	0.00	0.00	0.00	0.00	149,350.00	
25		Equipment	26,000.00	0.00	26,000.00	-0.00	-0.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00	
26		Supplies	51,450.00	0.00	51,450.00	-0.00	-0.00	51,450.00	0.00	0.00	0.00	0.00	0.00	0.00	51,450.00	
27		Total	1,397,000.00	0.00	1,397,000.00	117,000.00	117,000.00	1,280,000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,280,000.00	
28	(03) Central ISC															
29		Personnel	630,000.00	0.00	630,000.00	50,000.00	14,000.00	580,000.00	0.00	0.00	0.00	0.00	0.00	0.00	580,000.00	
30		Fringe	151,200.00	0.00	151,200.00	14,000.00	0.00	137,200.00	0.00	0.00	0.00	0.00	0.00	0.00	137,200.00	
31		Overtime	122,000.00	0.00	122,000.00	-0.00	-0.00	122,000.00	0.00	0.00	0.00	0.00	0.00	0.00	122,000.00	
32		Travel	37,000.00	-9,000.00	28,000.00	33,000.00	-5,000.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	-5,000.00	
33		Facilities	210,000.00	9,000.00	219,000.00	-0.00	-0.00	219,000.00	0.00	0.00	0.00	0.00	0.00	0.00	219,000.00	
34		Services	169,350.00	0.00	169,350.00	20,000.00	-0.00	149,350.00	0.00	0.00	0.00	0.00	0.00	0.00	149,350.00	
35		Equipment	26,000.00	0.00	26,000.00	-0.00	-0.00	26,000.00	0.00	0.00	0.00	0.00	0.00	0.00	26,000.00	

Report #2c

2c. Grant Balance by Initiative and Award Recipient

Canadian Border

FY 2013

Transactions up to 7/31/2013. Pending transactions are not included.

(01) Intelligence Support Center

G13CB0001A

(01) Allsville County Sheriff's Office

Personnel
Fringe
Overtime
Travel
Facilities
Services
Equipment
Supplies
AR Total
Initiative Total

APPROVED				PENDING			
Awarded Budget	Reprogrammed	Current Budget	Disbursed Funds	Current Available	Advances	Reimbursements	Total Disbursements
455,000.00	0.00	455,000.00	0.00	455,000.00	0.00	0.00	0.00
109,200.00	0.00	109,200.00	0.00	109,200.00	0.00	0.00	0.00
91,500.00	0.00	91,500.00	0.00	91,500.00	0.00	0.00	0.00
37,000.00	0.00	37,000.00	0.00	37,000.00	0.00	0.00	0.00
40,000.00	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00
169,350.00	0.00	169,350.00	0.00	169,350.00	0.00	0.00	0.00
16,400.00	0.00	16,400.00	0.00	16,400.00	0.00	0.00	0.00
28,750.00	0.00	28,750.00	0.00	28,750.00	0.00	0.00	0.00
947,200.00	0.00	947,200.00	0.00	947,200.00	0.00	0.00	0.00
947,200.00	0.00	947,200.00	0.00	947,200.00	0.00	0.00	0.00
947,200.00	0.00	947,200.00	0.00	947,200.00	0.00	0.00	0.00

Total

Report #2d

2d. Grant Balance by Initiative and Award and Resource Recipient								
<div>Canadian Border</div>								
FY 2013								
Group by: Initiative, Award, Resource								
Transactions up to 7/31/2013. Pending transactions are not included.								
	A P P R O V E D						P E N D I N G	
	Awarded Budget	Reprogrammed Funds	Current Budget	Disbursed Funds	Current Available	Advances	Reimbursements	Total Disbursements Available
(01) Intelligence Support Center								
G13CB0001A	Flathead County Sheriff's Office							
Personnel	130,000.00	0.00	130,000.00	0.00	130,000.00	0.00	0.00	0.00 130,000.00
Fringe	31,200.00	0.00	31,200.00	0.00	31,200.00	0.00	0.00	0.00 31,200.00
Overtime	30,500.00	0.00	30,500.00	0.00	30,500.00	0.00	0.00	0.00 30,500.00
Travel	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00 5,000.00
Services	34,850.00	0.00	34,850.00	0.00	34,850.00	0.00	0.00	0.00 34,850.00
Supplies	6,050.00	0.00	6,050.00	0.00	6,050.00	0.00	0.00	0.00 6,050.00
	237,600.00	0.00	237,600.00	0.00	237,600.00	0.00	0.00	0.00 237,600.00
Lakewood Police Department								
Personnel	130,000.00	0.00	130,000.00	0.00	130,000.00	0.00	0.00	0.00 130,000.00
Fringe	31,200.00	0.00	31,200.00	0.00	31,200.00	0.00	0.00	0.00 31,200.00
Overtime	30,500.00	0.00	30,500.00	0.00	30,500.00	0.00	0.00	0.00 30,500.00
Travel	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00 5,000.00
Facilities	20,000.00	0.00	20,000.00	0.00	20,000.00	0.00	0.00	0.00 20,000.00
Services	27,000.00	0.00	27,000.00	0.00	27,000.00	0.00	0.00	0.00 27,000.00
Equipment	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	0.00 5,000.00
Supplies	3,700.00	0.00	3,700.00	0.00	3,700.00	0.00	0.00	0.00 3,700.00
	252,400.00	0.00	252,400.00	0.00	252,400.00	0.00	0.00	0.00 252,400.00
Michigan State Patrol								
Personnel	130,000.00	0.00	130,000.00	0.00	130,000.00	0.00	0.00	0.00 130,000.00
Fringe	31,200.00	0.00	31,200.00	0.00	31,200.00	0.00	0.00	0.00 31,200.00
Overtime	30,500.00	0.00	30,500.00	0.00	30,500.00	0.00	0.00	0.00 30,500.00
Travel	9,000.00	0.00	9,000.00	0.00	9,000.00	0.00	0.00	0.00 9,000.00
Services	27,500.00	0.00	27,500.00	0.00	27,500.00	0.00	0.00	0.00 27,500.00
GrantBalanceForRR								

Report #2e

(At Canadian Border, each award funds only a single initiative.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2e. Grant Balance by Award Recipient																
1	Canadian Border															
3	FY 2009															
4																
5																
6	G09CB0001A															
7	(01) Intelligence Support Center															
8																
9	Personnel															
10	Fringe															
11	Overtime															
12	Travel															
13	Facilities															
14	Services															
15	Equipment															
16	Supplies															
17	Initiative Total															
18	AR Total															
19	G09CB0002A															
20	(02) Mackinaw Investigative Support															
21	Personnel															
22	Fringe															
23	Overtime															
24	Travel															
25	Facilities															
26	Services															
27	Equipment															
28	Supplies															
29	Initiative Total															
30	AR Total															
31	G09CB0003A															
32	(03) Central ISC															
33	Personnel															
34	Fringe															
35	Overtime															
36	Travel															
GrantBalanceByARandInit																

Report #2g

This report shows three years of data, each year a set of 2 columns. The last column provides a percentage for the remaining available funds for each initiative, although Canadian Border's data below doesn't provide a meaningful example. Watch for the last column on your HIDTA's report.

2g. Grant Balance by Initiative and AR for Three Years

Canadian Border
FY 2014

	2013		2014		Total	
	Awarded Budget	Current Available	Awarded Budget	Current Available	Awarded Budget	Current Available
(01) Intelligence Support Center						
(01) Alseville County Sheriff's Office - G14CB0001A	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
Initiative Total	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
						0.9162
(02) Mackinaw Investigative Support Center						
(02) Boulder County Sheriff's Office - G14CB0002A	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
Initiative Total	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
						0.9162
(03) Central ISC						
(03) Cascade County Sheriff's Office - G14CB0003A	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
Initiative Total	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
						0.9162
(04) GRAMNET						
(04) Davis County Sheriff's Office - G14CB0004A	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
Initiative Total	1,397,000.00	1,280,000.00	1,397,000.00	1,280,000.00	2,794,000.00	2,560,000.00
						0.9162

Report #3a

(All Initiatives)

	A	B	C	D	E	F	G	H	I	J	K	L
1	3a. Analysis Of Award Recipients											
3	Canadian Border											
4	2009											
6	Input											
7												
8		G09C80001A		G09C80002A		G09C80003A		G09C80004A		G09C80005A		
9		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
10	Personnel	630,000.00	45%	630,000.00	45%	630,000.00	45%	630,000.00	45%	630,000.00	45%	
11	Fringe	151,200.00	11%	151,200.00	11%	151,200.00	11%	151,200.00	11%	151,200.00	11%	
12	Overtime	122,000.00	9%	122,000.00	9%	122,000.00	9%	122,000.00	9%	122,000.00	9%	
13	Travel	37,000.00	3%	37,000.00	3%	37,000.00	3%	37,000.00	3%	37,000.00	3%	
14	Facilities	210,000.00	15%	210,000.00	15%	210,000.00	15%	210,000.00	15%	210,000.00	15%	
15	Services	169,350.00	12%	169,350.00	12%	169,350.00	12%	169,350.00	12%	169,350.00	12%	
16	Equipment	26,000.00	2%	26,000.00	2%	26,000.00	2%	26,000.00	2%	26,000.00	2%	
17	Supplies	51,450.00	4%	51,450.00	4%	51,450.00	4%	51,450.00	4%	51,450.00	4%	
18	Other		0%		0%		0%		0%		0%	
19	Total	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												

These are the grant numbers for the Canadian Border HIDTA.

Columns continue beyond to show all grants at this HIDTA.

Report #3b

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	3b. Analysis Of Resource Recipients																
3	Canadian Border																
4	2009																
6	Input																
7																	
8																	
9																	
10	Personnel																
11	Fringe	4,440,000.00	59%	4,284,000.00	50%	5,156,000.00	53%	4,250,000.00	55%	7,070,000.00	37%	25,200,000.00	48%				
12	Overtime	1,065,600.00	14%	1,028,160.00	12%	1,237,440.00	13%	1,020,000.00	13%	1,696,800.00	9%	6,048,000.00	11%				
13	Travel	549,000.00	7%	762,500.00	9%	976,000.00	10%	427,000.00	6%	1,403,000.00	7%	4,117,500.00	8%				
14	Facilities	264,000.00	3%	240,000.00	3%	312,000.00	3%	312,000.00	4%	368,000.00	2%	1,496,000.00	3%				
15	Services		0%	360,000.00	4%	200,000.00	2%	640,000.00	8%	4,050,000.00	21%	5,250,000.00	10%				
16	Equipment	895,600.00	12%	962,300.00	11%	947,300.00	10%	544,300.00	7%	2,133,100.00	11%	5,482,600.00	10%				
17	Supplies	253,200.00	3%	343,200.00	4%	426,000.00	4%	78,000.00	1%	426,000.00	2%	1,526,400.00	3%				
18	Other	114,500.00	2%	452,000.00	5%	470,300.00	5%	44,700.00	1%	1,496,000.00	8%	2,577,500.00	5%				
19	Total	7,581,900.00	100%	8,642,160.00	100%	9,795,040.00	100%	7,666,000.00	100%	19,135,100.00	100%	52,820,200.00	100%				
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	
33																	
34																	
35																	
36																	
37																	
38																	
39																	

Report #3c

(All Initiatives)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	3c. Analysis Of Initiatives													
3	Canadian Border													
4	2009													
6	Input													
7														
8		(01) Intelligence Support		(02) Mackinaw Investigative		(03) Central ISC		(04) GRAMMET		(05) Green Bay Investigation		(06) Post-seizure Analysis		
9		Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	
10	Personnel	630,000.00	45%	630,000.00	45%	630,000.00	45%	630,000.00	45%	630,000.00	45%	630,000.00	45%	
11	Fringe	151,200.00	11%	151,200.00	11%	151,200.00	11%	151,200.00	11%	151,200.00	11%	151,200.00	11%	
12	Overtime	122,000.00	9%	122,000.00	9%	122,000.00	9%	122,000.00	9%	122,000.00	9%	122,000.00	9%	
13	Travel	37,000.00	3%	37,000.00	3%	37,000.00	3%	37,000.00	3%	37,000.00	3%	37,000.00	3%	
14	Facilities	210,000.00	15%	210,000.00	15%	210,000.00	15%	210,000.00	15%	210,000.00	15%	210,000.00	15%	
15	Services	169,350.00	12%	169,350.00	12%	169,350.00	12%	169,350.00	12%	169,350.00	12%	169,350.00	12%	
16	Equipment	26,000.00	2%	26,000.00	2%	26,000.00	2%	26,000.00	2%	26,000.00	2%	26,000.00	2%	
17	Supplies	51,450.00	4%	51,450.00	4%	51,450.00	4%	51,450.00	4%	51,450.00	4%	51,450.00	4%	
18	Other		0%		0%		0%		0%		0%		0%	
19	Total	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	1,397,000.00	100%	
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														
35														
36														
37														
38														

Columns continue beyond to show all grants at this HIDTA.

Report #4a

	A	B	C	D	E	F	G
1	4a. Budget Detail						
3							
4	2010 - Canadian Border						
5	(01) Intelligence Support Center						
6	Input		\$1,397,000.00				
7	Personnel	Quantity	Amount	Comments			
8	Attorney		\$65,000.00				
9	Coordinator		\$45,000.00				
10	Investigative - Support		\$520,000.00				
11	Total Personnel		\$630,000.00				
12	Fringe	Quantity	Amount	Comments			
13	Attorney		\$15,600.00				
14	Coordinator		\$10,800.00				
15	Investigative - support		\$124,800.00				
16	Total Fringe		\$151,200.00				
17	Overtime	Quantity	Amount	Comments			
18	Support		\$122,000.00				
19	Total Overtime		\$122,000.00				
20	Travel	Quantity	Amount	Comments			
21	Investigative/Operational		\$25,000.00				
22	Training		\$12,000.00				
23	Total Travel		\$37,000.00				
24	Facilities	Quantity	Amount	Comments			
25	Lease		\$125,000.00				
26	Support		\$60,000.00				
27	Utilities		\$25,000.00				
28	Total Facilities		\$210,000.00				
29	Services	Quantity	Amount	Comments			
30	Communications - data lines		\$36,000.00				
31	Communications - office phones		\$36,000.00				
32	Contractor - Administrative staff		\$24,000.00				
33	Printing & document support		\$8,000.00				
34	Software - maintenance		\$10,000.00				
35	Subscriptions - database		\$49,350.00				
36	Subscriptions - publications		\$6,000.00				
37	Total Services		\$169,350.00				
	BudgetDetail						

Report #4b

	A	B	C	D	E	F	G	H
1	4b. Budget Detail - No Comments							
3								
4	2010 - Canadian Border							
5	(01) Intelligence Support Center							
6	Input							\$1,397,000.00
7	Personnel		Quantity	Amount				
8	Attorney			\$65,000.00				
9	Coordinator			\$45,000.00				
10	Investigative - Support			\$520,000.00				
11	Total Personnel			\$630,000.00				
12	Fringe		Quantity	Amount				
13	Attorney			\$15,600.00				
14	Coordinator			\$10,800.00				
15	Investigative - support			\$124,800.00				
16	Total Fringe			\$151,200.00				
17	Overtime		Quantity	Amount				
18	Support			\$122,000.00				
19	Total Overtime			\$122,000.00				
20	Travel		Quantity	Amount				
21	Investigative/Operational			\$25,000.00				
22	Training			\$12,000.00				
23	Total Travel			\$37,000.00				
24	Facilities		Quantity	Amount				
25	Lease			\$125,000.00				
26	Support			\$60,000.00				
27	Utilities			\$25,000.00				
28	Total Facilities			\$210,000.00				
29	Services		Quantity	Amount				
30	Communications - data lines			\$36,000.00				
31	Communications - office phones			\$36,000.00				
32	Contractor - Administrative staff			\$24,000.00				
33	Printing & document support			\$8,000.00				
34	Software - maintenance			\$10,000.00				
35	Subscriptions - database			\$49,350.00				
36	Subscriptions - publications			\$6,000.00				
37	Total Services			\$169,350.00				
38	BudgetDetailNoComments							

Report #4c

	A	B	C	D	E	F	G	H	I	J	K	L
1	4c. Budget Detail - Selected Initiatives											
2	Canadian Border											
3	(01) Intelligence Support Center											
4	<i>Input</i>											
5												
6					(01) Allsville							
7	Personnel	Attorney			County Sheriff's							
8		Coordinator			Office	65,000.00						
9		Investigative - Support				45,000.00						
10	Fringe	Attorney				520,000.00						
11		Coordinator				15,600.00						
12		Investigative - support				10,800.00						
13	Overtime	Support				124,800.00						
14	Travel	Investigative/Operational				122,000.00						
15		Training				25,000.00						
16	Facilities	Lease				12,000.00						
17		Support				125,000.00						
18		Utilities				60,000.00						
19	Services	Communications - data lines				25,000.00						
20		Communications - office phones				36,000.00						
21		Contractor - Administrative staff				36,000.00						
22		Printing & document support				24,000.00						
23		Software - maintenance				8,000.00						
24		Subscriptions - database				10,000.00						
25		Subscriptions - publications				49,350.00						
	Equipment	Computers - desktop, laptop & notebook				6,000.00						
						26,000.00						
		BudgetDetailSelected	Units									

Report #4d

	A	B	C	D	E	F	G	H	I
1	4d. Budget Detail - Three Year Trend								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									
33									
34									
35									
36									

2010 - Canadian Border									
Input									
Attorney									
Coordinator									
Investigative - Support									
Personnel									
Attorney									
Coordinator									
Investigative - support									
Fringe									
Support									
Overtime									
Investigative/Operational									
Training									
Travel									
Lease									
Support									
Utilities									
Facilities									
Communications - data lines									
Communications - office phones									
Contractor - Administrative staff									
Printing & document support									
Software - maintenance									
Subscriptions - database									
Subscriptions - publications									
Services									
Computers - desktop, laptop & notebook									
Equipment									
Office									
Software - licenses									
Supplies									

(All Award Recipients)

	A	B	C	D	E	F	G	H	I	J	K	L	M
5a. Grant Information - Award Recipient													
1													
2													
3	FY 2010												
4	Input												
5													
6	Grant Period												
7	Grant Number	Prior Grant #	HIDTA	Grant Amount	Start	End	Agency Name	Initiative	ETH	DWIS	Title		
8	G10CB0001A	G09CB0001A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(01) Allsville County Sheriff's						
9	G10CB0002A	G09CB0002A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(02) Boulder County Sheriff's						
10	G10CB0003A	G09CB0003A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(03) Cascade County Sheriff's						
11	G10CB0004A	G09CB0004A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(04) Davis County Sheriff's						
12	G10CB0005A	G09CB0005A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(05) Douglas County						
13	G10CB0006A	G09CB0006A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(06) Flathead County Sheriff's						
14	G10CB0007A	G09CB0007A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(07) Fortsboro Police						
15	G10CB0008A	G09CB0008A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(08) Glenwood Springs Police						
16	G10CB0009A	G09CB0009A	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(09) Lakewood Police						
17	G10CB0010A	G09CB0010A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(10) Layton Police Department						
18	G10CB0011A	G09CB0011A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(11) Middleton Sheriff's Office						
19	G10CB0012A	G09CB0012A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(12) State DCI						
20	G10CB0013A	G09CB0013A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(13) State Highway Patrol						
21	G10CB0014A	G09CB0014A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(14) Muskegon Police						
22	G10CB0015A	G09CB0015A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(15) Niagara Police Department						
23	G10CB0016A	G09CB0016A	Canadian Border	\$1,277,200.00	01/01/2010	12/31/2011	(16) Port Huron Police						
24	G10CB0017A	G09CB0017A	Canadian Border	\$1,224,175.00	01/01/2010	12/31/2011	(17) Rock Springs Police						
25	G10CB0018A	G09CB0018A	Canadian Border	\$1,224,175.00	01/01/2010	12/31/2011	(18) St. George Police						
26	G10CB0019A	G09CB0019A	Canadian Border	\$1,224,175.00	01/01/2010	12/31/2011	(19) Sweetwater County District						
27	G10CB0020A	G09CB0020A	Canadian Border	\$1,224,175.00	01/01/2010	12/31/2011	(20) Thunder Bay Police						
28	G10CB0021Z	G09CB0021Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(21) Allsville County Sheriff's						
29	G10CB0022Z	G09CB0022Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(22) Boulder County Sheriff's						
30	G10CB0023Z	G09CB0023Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(23) Cascade County Sheriff's						
31	G10CB0024Z	G09CB0024Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(24) Davis County Sheriff's						
32	G10CB0025Z	G09CB0025Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(25) Douglas County						
33	G10CB0026Z	G09CB0026Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(26) Flathead County Sheriff's						
34	G10CB0027Z	G09CB0027Z	Canadian Border	\$1,397,000.00	01/01/2010	12/31/2011	(27) Fortsboro Police						
35	Grant Information												

Report #5b

5b. Award Recipient Validation												
All 2010 - Canadian Border												
		A	B	C	D	E	F	G	H	I	J	K

Report #5c

	A	B	C	D	E	F	G	H
	5c. Resource Recipient Validation							
1								
3								
4	All Canadian Border							
5								
6	Description	State	County	FSL				
7	Flathead County Sheriff's Office			L				
8	Lakewood Police Department			L				
9	Michigan State Patrol			S				
10	Sweetwater County District Attorney			L				
11	Thunder Bay Police Department			L				
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								
34								
35								
36								
37								
38								

Report #5d

	A	B	C	D	E	F	G	H	I
1	5d. Initiative Validation								
2									
3	All Canadian Border								
4									
5	Description	HIDTA	State	FSL	Fund Type				
6	(01) Intelligence Support Center	Canadian Border	MN	S					
7	(02) Mackinaw Investigative Support Center	Canadian Border	WI	L					
8	(03) Central ISC	Canadian Border	MI	L					
9	(04) GRAMNET	Canadian Border	IL	L					
10	(05) Green Bay Investigation Support Unit	Canadian Border	WI	S					
11	(06) Post-seizure Analysis	Canadian Border	WI	S					
12	(07) Niagara Falls Intelligence Unit	Canadian Border	MI	S					
13	(08) Prosecution Support	Canadian Border	IL	S					
14	(09) Fugitive Location and Apprehension	Canadian Border	WI	L					
15	(10) Fishing Vessel Methamphetamine Labs	Canadian Border	WI	S					
16	(11) Flathead Drug Task Force	Canadian Border	MN	L					
17	(12) Interlakes Drugs Task Force	Canadian Border	WI	L					
18	(13) Mackinaw County Drug Task Force	Canadian Border	MI	S					
19	(14) Mackinaw Marinas Network	Canadian Border	IL	S					
20	(15) Two Rivers Drug Enforcement (TRIDENT)	Canadian Border	WI	S					
21	(16) Erie North Shores	Canadian Border	WI	S					
22	(17) Op Support - Mgmt and Coordination	Canadian Border	MI	L					
23	(18) Op Support - Training	Canadian Border	IL	S					
24	(19) Op Support - Shared Facilities	Canadian Border	WI	S					
25	(20) Op Support - Administration	Canadian Border	WI	L					
26	(21) Intelligence Support Center	Canadian Border	MI	L					
27	(22) Mackinaw Investigative Support Center	Canadian Border	IL	L					
28	(23) Central ISC	Canadian Border	WI	S					
29	(24) GRAMNET	Canadian Border	WI	S					
30	(25) Green Bay Investigation Support Unit	Canadian Border	MN	S					
31	(26) Post-seizure Analysis	Canadian Border	WI	S					
32	(27) Niagara Falls Intelligence Unit	Canadian Border	MI	L					
33	(28) Prosecution Support	Canadian Border	IL	S					
34	(29) Fugitive Location and Apprehension	Canadian Border	WI	L					
35	(30) Fishing Vessel Methamphetamine Labs	Canadian Border	WI	L					
36	(31) Flathead Drug Task Force	Canadian Border	MI	S					
37	(32) Interlakes Drugs Task Force	Canadian Border	WI	S					
38	(33) Validation Initiative	Canadian Border	IL	S					

Report #5e

	A	B	C	D	E	F	G	H	I
	5e. Grants Expiring Within 90 Days								
	HIDTA	Grant	Award Recipient	Award Start Date	Current End Date	Grant Balance			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

Report #6a

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	6a. Reprogramming Approval History																				
2	Canadian Border																				
3	FY 2009																				
4																					
5	HIDTA	ID	Type	Status	Financial Manager	Director	Program Review	National Director	Fiscal Review												
6	Canadian Border																				
7		19833	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
8		19834	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
9		19835	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
10		19836	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
11		19837	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
12		19838	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
13		19839	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
14		19840	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
15		19841	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
16		19842	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
17		19843	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
18		19844	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
19		19845	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
20		19846	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
21		19847	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
22		19848	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
23		19849	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
24		19850	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
25		19851	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
26		19852	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
27		19853	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
28		19854	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
29		19855	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
30		19856	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
31		19857	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
		19858	HIDTA	Posted	✓ 02/17/2010	stu1_fm	✓ 02/17/2010	stu1_hd	✓ 02/17/2010	stu1_hd											
ReprogrammingHistory																					

Report #6b

6b. Disbursement Approval History														
Canadian Border														
FY 2009														
HIDTA	Awarded Budget	Grant	PMS	From	To	ADV/RMB	Total Requested	Requested By	Request Date	Approval Staff	Approval Date	Approval Manager	Approval Date	Comments
Canadian Border	1,397,000.00	G09CB0001A	99900001	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
9	1,397,000.00	G09CB0002A	99900002	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
10	1,397,000.00	G09CB0003A	99900003	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
11	1,397,000.00	G09CB0004A	99900004	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
12	1,397,000.00	G09CB0005A	99900005	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
13	1,397,000.00	G09CB0006A	99900006	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
14	1,397,000.00	G09CB0007A	99900007	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
15	1,397,000.00	G09CB0008A	99900008	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
16	1,397,000.00	G09CB0009A	99900009	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
17	1,277,200.00	G09CB0010A	99900010	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
18	1,277,200.00	G09CB0011A	99900011	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
19	1,277,200.00	G09CB0012A	99900012	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
20	1,277,200.00	G09CB0013A	99900013	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
21	1,277,200.00	G09CB0014A	99900014	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
22	1,277,200.00	G09CB0015A	99900015	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
23	1,277,200.00	G09CB0016A	99900016	11/01/2009	11/30/2009	ADV	113000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
24	1,224,175.00	G09CB0017A	99900017	11/01/2009	11/30/2009	ADV	126000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
25	1,224,175.00	G09CB0018A	99900018	11/01/2009	11/30/2009	ADV	126000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
26	1,224,175.00	G09CB0019A	99900019	11/01/2009	11/30/2009	ADV	126000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
27	1,224,175.00	G09CB0020A	99900020	11/01/2009	11/30/2009	ADV	126000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
28	1,397,000.00	G09CB0021Z	99900021	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
29	1,397,000.00	G09CB0022Z	99900022	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
30	1,397,000.00	G09CB0023Z	99900023	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
31	1,397,000.00	G09CB0024Z	99900024	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
32	1,397,000.00	G09CB0025Z	99900025	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
33	1,397,000.00	G09CB0026Z	99900026	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
34	1,397,000.00	G09CB0027Z	99900027	11/01/2009	11/30/2009	ADV	117000	stu1_fm	02/17/2010	cbnhac	02/17/2010	cbnhac	02/17/2010	
DisbursementHistory														

Report #6c

6c. Extension Approval History																					
HIDTA Assistance Center																					
FY 2008																					

Report #6d

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Budget Status - 2009																			
2																				
3	Canadian Border																			
4	Initiative		Award Recipient		Resource Recipient		Grant		FM		HIDTADIR		NHPO		NAT DIR		FMO		byle	
5	(01) Intelligence Support Center		(01) Allsville County Sheriff's Office		Flathead County Sheriff's Office		G09CB0001A		✓ 10/08/2009		stu1_fm		✓ 10/08/2009		stu1_hd		✓ 10/09/2009		dgrayson ✓ 10/09/2009	
6					Lakewood Police		G09CB0001A		✓ 10/08/2009		stu1_fm		✓ 10/08/2009		stu1_hd		✓ 10/09/2009		dgrayson ✓ 10/09/2009	
7					Michigan State Patrol		G09CB0001A		✓ 10/08/2009		stu1_fm		✓ 10/08/2009		stu1_hd		✓ 10/09/2009		dgrayson ✓ 10/09/2009	
8					Sweetwater County		G09CB0001A		✓ 10/08/2009		stu1_fm		✓ 10/08/2009		stu1_hd		✓ 10/09/2009		dgrayson ✓ 10/09/2009	
9					Thunder Bay Police		G09CB0001A		✓ 10/08/2009		stu1_fm		✓ 10/08/2009		stu1_hd		✓ 10/09/2009		dgrayson ✓ 10/09/2009	
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				
32																				
33																				
34																				
35																				

Sheet1Sheet2

Report #7a

This report is intentionally omitted. It is used to review archived data, e.g., 2005, when reprogramming transactions occurred at the sub-account level.

Report #9a

	A	B	C	D	E	F	G	H
1	Trend Analysis Per Award							
2	2009							
3	G09CB0002A							
4								
5								
6		Awarded Budget	Current Budget	Expenditures		Available Budget		
7	Category			296381 011-A 99900002	Total Disb.			
8	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
9	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
10	Overtime	122,000.00	122,000.00			122,000.00		
11	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
12	Facilities	210,000.00	210,000.00			210,000.00		
13	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
14	Equipment	26,000.00	26,000.00			26,000.00		
15	Supplies	51,450.00	51,450.00			51,450.00		
16				(02) Mackinaw				
17	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		
18	G09CB0003A							
19								
20								
21		Awarded Budget	Current Budget	Expenditures		Available Budget		
22	Category			296405 011-A 99900003	Total Disb.			
23	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
24	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
25	Overtime	122,000.00	122,000.00			122,000.00		
26	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
27	Facilities	210,000.00	210,000.00			210,000.00		
28	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
29	Equipment	26,000.00	26,000.00			26,000.00		
30	Supplies	51,450.00	51,450.00			51,450.00		
31				(03) Central				
32	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		
33	G09CB0001A							
34								
35								
36		Awarded Budget	Current Budget	Expenditures		Available Budget		
37	Category			296355 011-A 99900001	Total Disb.			
38	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
39	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
40	Overtime	122,000.00	122,000.00			122,000.00		
41	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
42	Facilities	210,000.00	210,000.00			210,000.00		
43	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
44	Equipment	26,000.00	26,000.00			26,000.00		
45	Supplies	51,450.00	51,450.00			51,450.00		
46				(01)				
47	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		

Report #9b

	B	C	D	E	F	G	H	I
1	Trend Analysis Per Initiative							
3	2009							
4								
5	(01) Intelligence Support Center							
6		Awarded Budget	Current Budget	Expenditures		Available Budget		
7	Category			296355 011-A 99900001	Total Disb.			
8	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
9	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
10	Overtime	122,000.00	122,000.00			122,000.00		
11	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
12	Facilities	210,000.00	210,000.00			210,000.00		
13	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
14	Equipment	26,000.00	26,000.00			26,000.00		
15	Supplies	51,450.00	51,450.00			51,450.00		
16	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		
18								
19	(02) Mackinaw Investigative Support Center							
20		Awarded Budget	Current Budget	Expenditures		Available Budget		
21	Category			296381 011-A 99900002	Total Disb.			
22	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
23	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
24	Overtime	122,000.00	122,000.00			122,000.00		
25	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
26	Facilities	210,000.00	210,000.00			210,000.00		
27	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
28	Equipment	26,000.00	26,000.00			26,000.00		
29	Supplies	51,450.00	51,450.00			51,450.00		
30	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		
32								
33	(03) Central ISC							
34	Category			296405 011-A 99900003	Total Disb.			
35								
36	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
37	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
38	Overtime	122,000.00	122,000.00			122,000.00		
39	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
40	Facilities	210,000.00	210,000.00			210,000.00		
41	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
42	Equipment	26,000.00	26,000.00			26,000.00		
43	Supplies	51,450.00	51,450.00			51,450.00		
44	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		

Report #9c

A	B	C	D	E	F	G	H	I	J	K	L
G09CB0001A											
Budget	Initiative	Resource Recipient	Personnel	Fringe	Overtime	Travel	Facilities	Services	Equipment	Supplies	Total
	(01) Intelligence Support Center	Flathead County Sheriff's Office	130,000.00	31,200.00	30,500.00	5,000.00		34,850.00		6,050.00	237,600.00
		Lakeview Police Department	130,000.00	31,200.00	30,500.00	5,000.00	20,000.00	27,000.00	5,000.00	3,700.00	252,400.00
		Michigan State Patrol	130,000.00	31,200.00	30,500.00	9,000.00		27,500.00	9,600.00	18,500.00	256,300.00
		Sweetwater County	65,000.00	15,600.00		9,000.00	20,000.00	12,000.00	1,800.00	500.00	123,900.00
		District Attorney									
		Thunder Bay Police Department	175,000.00	42,000.00	30,500.00	9,000.00	170,000.00	68,000.00	9,600.00	22,700.00	526,800.00
	Total Budgeted		630,000.00	151,200.00	122,000.00	37,000.00	210,000.00	169,350.00	26,000.00	51,450.00	1,397,000.00
Reprogrammings											
Disbursements											
296355											
011-A	(01) Intelligence Support Center	RS.INPUT	(50,000.00)	(14,000.00)		(33,000.00)		(20,000.00)			(117,000.00)
99900001											
Total Disbursements			(50,000.00)	(14,000.00)		(33,000.00)		(20,000.00)			(117,000.00)
Available Budget			580,000.00	137,200.00	122,000.00	4,000.00	210,000.00	149,350.00	26,000.00	51,450.00	1,280,000.00

Report #9d

	B	C	D	E	F	G	H	I
1	Trend Analysis Per Initiative							
3	2009							
4	(01) Intelligence Support Center							
5	G09CB0001A - (01) Allsville County Sheriff's Office							
6		Awarded Budget	Current Budget	Expenditures		Available Budget		
7	Expenditure Period From			11/1/09				
8	To			11/30/09				
9	Category			296355 011-A 99900001	Total Disb.			
10	Personnel	630,000.00	630,000.00	(50,000.00)	(50,000.00)	580,000.00		
11	Fringe	151,200.00	151,200.00	(14,000.00)	(14,000.00)	137,200.00		
12	Overtime	122,000.00	122,000.00			122,000.00		
13	Travel	37,000.00	37,000.00	(33,000.00)	(33,000.00)	4,000.00		
14	Facilities	210,000.00	210,000.00			210,000.00		
15	Services	169,350.00	169,350.00	(20,000.00)	(20,000.00)	149,350.00		
16	Equipment	26,000.00	26,000.00			26,000.00		
17	Supplies	51,450.00	51,450.00			51,450.00		
18	Total	1,397,000.00	1,397,000.00	(117,000.00)	(117,000.00)	1,280,000.00		

Report #9e

You choose the one or all account categories to appear on this report, and you choose the number of program years to be included in the trend analysis.

Trend Analysis By Month Multi -Year									
1									
3									
6									
7	Initiative	Agency	Grant	Category	Awarded Budget	Total Repr.	Current Budget	Expenditures	Available Budget
8	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Personnel	455,000.00	(100,000.00)	355,000.00	8/31/2013 -50000	305,000.00
9	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Fringe	109,200.00		109,200.00	-14000	95,200.00
10	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Overtime	91,500.00		91,500.00		91,500.00
11	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Travel	37,000.00	(9,000.00)	28,000.00	-33000	(5,000.00)
12	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Facilities	40,000.00	9,000.00	49,000.00		49,000.00
13	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Services	169,350.00		169,350.00	-20000	149,350.00
14	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Equipment	16,400.00		16,400.00		16,400.00
15	(01) Intelligence Support Center	(01) Allisville County Sheriff's Office	G13CB0001A	Supplies	28,750.00		28,750.00		28,750.00
16				Total	947,200.00	(100,000.00)	847,200.00	(117,000.00)	730,200.00

Appendix C: Forms

Budget Input Worksheet

(Exported from FMS.net to gather input using Excel)

	D	E	F	G	H	I	J	K
150 Office - machines					0	0	0	
151 Technical investigative equipment					0	0	0	
152 Technical investigative equipment - audio					0	0	0	
153 Technical investigative equipment - video					0	0	0	
154 Vehicles - 1113 Contractor - Investigative - support					0	0	0	
155 Vehicles - 1114 Contractor - Paralegal & support					0	0	0	
156 Total					0	0	0	
157 115 Contractor - Socialist					0	0	0	
158 116 Contractor - Training					0	0	0	
159 117 Contractor - Training					0	0	0	
159 Supplies					0	0	0	
160 118 Contractor - Training					0	0	0	
160 119 Deconflict					0	0	0	
161 Description					0	0	0	
162 Investigative					0	0	0	
163 Office					0	0	0	
164 Software - 123 Investigative					0	0	0	
165 Treatment, 124 National se					0	0	0	
166 Total					0	0	0	
167 125 Printing & 84 Lease					0	0	0	
168 126 Service conf 85 Support					0	0	0	
169 Other					0	0	0	
170 127 Service conf 86 Utilities					0	0	0	
171 Description					0	0	0	
172 Administrative					0	0	0	
173 PE/PI/PS					0	0	0	
174 FringeType					0	0	0	
175 Total					0	0	0	
176 134 Vehicle lease					0	0	0	
177 Grand Total					0	0	0	
178 135 Vehicle lease					0	0	0	
179 136 Total					0	0	0	
180 137					0	0	0	
181 138					0	0	0	
182 139					0	0	0	
183 140					0	0	0	
184 141 Description					0	0	0	
185 142 Communic					0	0	0	
186 143 Communic					0	0	0	
187 144 Communic					0	0	0	
188 145 Communic					0	0	0	
189 146 Computers					0	0	0	
190 147 Computers					0	0	0	
191 148 Computers					0	0	0	
192 149 Office - furn					0	0	0	
193 150 Office - furn					0	0	0	
194 151 Office - furn					0	0	0	
195 152 Office - furn					0	0	0	
196 153 Office - furn					0	0	0	
197 154 Office - furn					0	0	0	
198 155 Office - furn					0	0	0	
199 156 Office - furn					0	0	0	
200 157 Office - furn					0	0	0	
201 158 Office - furn					0	0	0	
202 159 Office - furn					0	0	0	
203 160 Office - furn					0	0	0	
204 161 Office - furn					0	0	0	
205 162 Office - furn					0	0	0	
206 163 Office - furn					0	0	0	
207 164 Office - furn					0	0	0	
208 165 Office - furn					0	0	0	
209 166 Office - furn					0	0	0	
210 167 Office - furn					0	0	0	
211 168 Office - furn					0	0	0	
212 169 Office - furn					0	0	0	
213 170 Office - furn					0	0	0	
214 171 Office - furn					0	0	0	
215 172 Office - furn					0	0	0	
216 173 Office - furn					0	0	0	
217 174 Office - furn					0	0	0	
218 175 Office - furn					0	0	0	
219 176 Office - furn					0	0	0	
220 177 Office - furn					0	0	0	
221 178 Office - furn					0	0	0	
222 179 Office - furn					0	0	0	
223 180 Office - furn					0	0	0	
224 181 Office - furn					0	0	0	
225 182 Office - furn					0	0	0	
226 183 Office - furn					0	0	0	
227 184 Office - furn					0	0	0	
228 185 Office - furn					0	0	0	
229 186 Office - furn					0	0	0	
230 187 Office - furn					0	0	0	
231 188 Office - furn					0	0	0	
232 189 Office - furn					0	0	0	
233 190 Office - furn					0	0	0	
234 191 Office - furn					0	0	0	
235 192 Office - furn					0	0	0	
236 193 Office - furn					0	0	0	
237 194 Office - furn					0	0	0	
238 195 Office - furn					0	0	0	
239 196 Office - furn					0	0	0	
240 197 Office - furn					0	0	0	
241 198 Office - furn					0	0	0	
242 199 Office - furn					0	0	0	
243 200 Office - furn					0	0	0	
244 201 Office - furn					0	0	0	
245 202 Office - furn					0	0	0	
246 203 Office - furn					0	0	0	
247 204 Office - furn					0	0	0	
248 205 Office - furn					0	0	0	
249 206 Office - furn					0	0	0	
250 207 Office - furn					0	0	0	
251 208 Office - furn					0	0	0	
252 209 Office - furn					0	0	0	
253 210 Office - furn					0	0	0	
254 211 Office - furn					0	0	0	
255 212 Office - furn					0	0	0	
256 213 Office - furn					0	0	0	
257 214 Office - furn					0	0	0	
258 215 Office - furn					0	0	0	
259 216 Office - furn					0	0	0	
260 217 Office - furn					0	0	0	
261 218 Office - furn					0	0	0	
262 219 Office - furn					0	0	0	
263 220 Office - furn					0	0	0	
264 221 Office - furn					0	0	0	
265 222 Office - furn					0	0	0	
266 223 Office - furn					0	0	0	
267 224 Office - furn					0	0	0	
268 225 Office - furn					0	0	0	
269 226 Office - furn					0	0	0	
270 227 Office - furn					0	0	0	
271 228 Office - furn					0	0	0	
272 229 Office - furn					0	0	0	
273 230 Office - furn					0	0	0	
274 231 Office - furn					0	0	0	
275 232 Office - furn					0	0	0	
276 233 Office - furn					0	0	0	
277 234 Office - furn					0	0	0	
278 235 Office - furn					0	0	0	
279 236 Office - furn					0	0	0	
280 237 Office - furn					0	0	0	
281 238 Office - furn					0	0	0	
282 239 Office - furn					0	0	0	
283 240 Office - furn					0	0	0	
284 241 Office - furn					0	0	0	
285 242 Office - furn					0	0	0	
286 243 Office - furn					0	0	0	
287 244 Office - furn					0	0	0	
288 245 Office - furn					0	0	0	
289 246 Office - furn					0	0	0	
290 247 Office - furn					0	0	0	
291 248 Office - furn					0	0	0	
292 249 Office - furn					0	0	0	
293 250 Office - furn					0	0	0	
294 251 Office - furn					0	0	0	
295 252 Office - furn					0	0	0	
296 253 Office - furn					0	0	0	
297 254 Office - furn					0	0	0	
298 255 Office - furn					0	0	0	
299 256 Office - furn					0	0	0	
300 257 Office - furn					0	0	0	
301 258 Office - furn					0	0	0	
302 259 Office - furn					0	0	0	
303 260 Office - furn					0	0	0	
304 261 Office - furn					0	0	0	
305 262 Office - furn					0	0	0	
306 263 Office - furn					0	0	0	
307 264 Office - furn					0	0	0	
308 265 Office - furn					0	0	0	
309 266 Office - furn					0	0	0	
310 267 Office - furn					0	0	0	
311 268 Office - furn					0	0	0	
312 269 Office - furn					0	0	0	
313 270 Office - furn					0	0	0	
314 271 Office - furn					0	0	0	
315 272 Office - furn					0	0	0	
316 273 Office - furn					0	0	0	
317 274 Office - furn					0	0	0	
318 275 Office - furn					0	0	0	
319 276 Office - furn					0	0	0	
320 277 Office - furn					0	0	0	
321 278 Office - furn					0	0	0	
322 279 Office - furn					0	0	0	
323 280 Office - furn					0	0	0	
324 281 Office - furn					0	0	0	
325 282 Office - furn					0	0	0	
326 283 Office - furn					0	0	0	
327 284 Office - furn					0	0	0	
328 285 Office - furn					0	0	0	
329 286 Office - furn					0	0	0	
330 287 Office - furn					0	0	0	
331 288 Office - furn					0	0	0	
332 289 Office - furn					0	0	0	
333 290 Office - furn					0	0	0	
334 291 Office - furn					0	0	0	
335 292 Office - furn					0	0	0	
336 293 Office - furn					0	0	0	
337 294 Office - furn					0	0	0	
338 295 Office - furn					0	0	0	
339 296 Office - furn					0	0	0	
340 297 Office - furn					0	0	0	
341 298 Office - furn					0	0	0	
342 299 Office - furn					0	0	0	
343 300 Office - furn					0	0	0	
344 301 Office - furn					0	0	0	
345 302 Office - furn					0	0	0	
346 303 Office - furn					0	0	0	
347 304 Office - furn					0	0	0	
348 305 Office - furn					0	0	0	
349 306 Office - furn					0	0	0	
350 307 Office - furn					0	0	0	
351 308 Office - furn					0	0	0	
352 309 Office - furn					0	0	0	
353 310 Office - furn					0	0	0	
354 311 Office - furn					0	0	0	
355 312 Office - furn					0	0	0	
356 313 Office - furn					0	0	0	
357 314 Office - furn					0	0	0	
358 315 Office - furn					0	0	0	
359 316 Office - furn					0	0	0	
360 317 Office - furn					0	0	0	
361 318 Office - furn					0	0	0	
362 319 Office - furn					0	0	0	
363 320 Office - furn								

Sample Detailed Expenditure Worksheet Advance

(As a best practice, show both the estimated advance and the actual amounts on the DEW submitted with receipts.)

DETAILED EXPENDITURE WORKSHEET

Grant # G16CB0002A
DPM/PMS # 999999999
Period 9/1/16 – 9/30/16
Date: 09/30/16
Request # 018
Circle one: Cash or Accrual
Requestor: V. Wellsone

Initiative: Red Mtn Task Force	Personnel	Fringe	Overtime	Travel	Facilities	Services	Equipment	Supplies	Other	Total
ESTIMATE: #1) (FMS.net	50,000	12,000	7,500	5,000						74,500
ACTUAL: #2) (FMS.net	45,000	17,000	12,500	0						74,500
ADJUSTMENT:	(5,000)	+5,000	+5,000	(5,000)						0
Total Request										

Appendix D: Supplemental Notes

Frequently Asked Questions

Budgeting

Deleting a budget

How can I delete a budget?

Go to the Budget Approval page and retrieve budgets for the current program year.

Locate the budget on the Budget Approval page.

If it is approved: Contact the next reviewer and request he or she Reject the budget to return it to an unapproved status.

If not approved, simply click X to delete the budget.

Correcting a Budget Request

Oops! I keyed a budget for the wrong resource recipient, and I want to correct it. How?

You can edit and delete budgets that are not approved.

To change the resource recipient, retrieve the budget on the Budget Request page. Change the resource recipient to the correct agency, and click **Save**.

Go to the Budget Approval page, locate the incorrect budget, and click X to delete the unwanted budget.

Disbursements

Correcting keying errors

Suppose I make a keying error in the amounts, PMS transaction number, or dates. Now the data in the Payment Management System (PMS) and FMS.net do not match.

This can be tricky, depending on the status of the transaction being processed at the NHAC. Contact your NHAC accounting staff member to coordinate the best course of action.

Returning unused funds

How do I return unused funds?

In PMS, there is a separate transaction for returning funds. In FMS, create a new disbursement request (using the same PMS transaction number as before) with negative amounts in the accounts you want to apply the returned funds to.

Deleting a Disbursement Request

How can I delete a disbursement request? I want it permanently removed from the system.

Locate the transaction on the Disbursement Approval page. If unapproved, you can click the X next to the transaction to delete it.

If it is already approved by both the NHAC accounting staff member and the NHAC accounting manager, you cannot delete the transaction. Contact the FMS.net administrator and the NHAC accounting staff member if you need additional assistance.

Adjustments to Advances

What do I need to do if FMS.net shows adjustments are needed? The amount I requested and received from PMS is different than the amount I actually spent.

It depends on the type of adjustment. See the table below.

<i>If the final result is</i>	<i>FMS.net calculates an adjustment that is ...</i>	<i>and you need to</i>
Request > Actual	<u>Alternative 1</u> (Positive Difference) The account's Available Balance will increase.	Return unused funds via PMS: use <i>Cash on Hand</i> field in your next payment request. Create a new disbursement request with negative numbers to reverse the overage amount in each account. Consider Alternative 2 below.
	<u>Alternative 2</u> (Zero)	Submit additional documentation with this batch to (for other account expenditures) to offset the difference (and record <u>Actual</u> amounts to total the initial <u>Request</u> amount).
Request < Actual	<u>Alternative 1</u> (Negative Difference) The account's Available Balance will decrease.	Request a second funds transfer from PMS, for the amount of the shortage. Notify the NHAC accounting staff about the PMS transaction that completes the funds expended. Consider Alternative 2 below.
	<u>Alternative 2</u> (Zero)	Photocopy the receipt for two transactions: a) One to document the exact amount of the advance request (and record Actual = Request) b) One to document a new request for reimbursement (for the remaining funds needed); submit a new PMS transaction for the remainder of the funds Be sure to mark each receipt with the amount being used.

Reprogramming Entries

Unposting an entry

How do I unpost a journal entry?

You can't, but the system administrator can. Send an email to FMSadmin@nhac.org and be sure to include an explanation or justification because the system administrator will need to work with ONDCP as well.

Reports

Incorrect data on report

My report shows the wrong data. Now what?

Most likely you did not select the data you think you selected. Check your work. If you need further assistance selecting data, contact the system administrator.

Blank cells on report

My reports occasionally have blank cells for the award recipient name and the resource recipient name. I know those agency names exist because they appear in other reports of the grant number. What causes this?

It is a design *feature*! Rather than duplicating information cell after cell within a report column, FMS.net omits the cell's entry IF it is a duplicate entry to the cell above.

Grant Extensions

Deleting a grant extension

Can I delete a grant extension request?

Not after it has any approval attached to it.

If the extension request is approved by one or more approvers, you can contact the next approver and request he or she Reject the transaction. A rejection returns the request back to an unapproved state, which allows you to edit or delete the request.

Glossary

Terms for FMS.net Users

Glossary

A

actual	<p>One of 2 types of disbursements transactions in FMS.net. Advances record expenditures in 2 steps:</p> <ol style="list-style-type: none">1. Planned expenditures expected to occur within 3 days, and the same amount is requested for drawdown in PMS. The amount is reflected in FMS as <i>Pending Available</i> balance for the grant.2. Actual expenditures are supported by receipts sent for review by the NHAC, within 21 days after the receipt of the earlier funds drawdown. The actual transaction amount revises the <i>Pending Available</i> and updates the <i>Current Balance</i> amount for the grant.
advance	<p>One of 2 types of disbursement transactions in FMS; it records a pre-payment or drawdown of HIDTA funds before the expenditure actually occurs.</p>
allowable	<p>An expenditure that complies with the cost principles, policies, and guidelines that apply to HIDTA grants; also known as allowable cost.</p>
award	<p>HIDTA funds provided to participating agencies within the HIDTA program. Non-federal entities receive grants or subawards; federal agencies receive funds by way of transfers of spending authority. See <i>HIDTA Program Policy and Budget Guidance, v. 2017</i>, for the official definition of this term.</p>
award letter	<p>The official letter informing the grantee that an award has been made. Enclosed with the award letter is the Grant Agreement and a detailed budget to represent the approved uses for the awarded funds.</p>
award recipient (AR)	<p>The entity to which ONDCP distributes HIDTA funds; award recipients can be federal and non-federal entities. The Uniform Guidance refers to non-federal award recipients as <i>recipients</i>; they are also called <i>prime grantees</i>. Compare with <i>sub-recipient</i>.</p>

B**budget**

The official distribution of HIDTA award funds to various cost categories for one program year. In the HIDTA program, there are three levels of budget detail you can view and summarize:

- *Individual budget* – one participating agency’s portion of an initiative’s budget.
- *Initiative budget* – the collective budget for all participating agencies within the initiative
- *HIDTA budget* – the collective budget for all initiatives within the HIDTA.

FMS.net creates reports for any one of three versions of budget data:

- **Input** – the last version prior to the first approval
- **Awarded Budget** – the budget awarded by ONDCP at the beginning of the award
- **Current Budget** – the Awarded Budget net of approved transactions that change the budget

C**chart of accounts**

A standard set of accounts and sub-accounts for classifying expenditures. Examples include salaries, overtime, fringe benefits, equipment, supplies, and others.

closeout

The formal process that officially terminates the HIDTA grant. The process requires actions by the NHAC, the HIDTA Financial Manager, the Financial Management Office at ONDCP, the HIDTA Director, the ONDCP policy analyst, and as well as the grantee. Steps are performed in FMS.net and the Payment Management System (to file a final FFR).

D**Detailed Expenditure Worksheet**

A worksheet submitted as a cover sheet of a disbursement package submitted for reimbursement, the DEW subtotals expenditures by account. This worksheet can be completed in Excel or in FMS.net.

disbursement

In the Payment Management System, a release (or payment) of grant funds to the grantee. Within the FFR reports, disbursement refers to the grantee’s outlay of program funds for program purposes, i.e., payments the grantee makes to vendors, suppliers, etc.

drawdown (of funds) An increment of grant funds deposited to the grantee's bank account, following approval of the grantee's payment request using the Payment Management System (PMS).

E

encumbrance Amount for which there is a legal obligation to spend in the future; for example, invoices received for actual purchases as part of the spending plan.

expenditure An outlay of HIDTA program funds.

export To copy data from one program's database to another program or external file format. For example, FMS.net exports the budget data (account totals from prior years) to create the Budget Input Worksheet.

extension A change in the grant period to allow a longer period of time over which grant funds can be spent; available only to non-federal award recipients.

F

federal law enforcement agency For purposes of the HIDTA Program, a Federal law enforcement agency includes the: Drug Enforcement Administration (DEA); Federal Bureau of Investigation (FBI); Immigration and Customs Enforcement (ICE); Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF); U.S. Attorneys (USA); Customs and Border Protection (CBP); U.S. Postal Inspection Service; U.S. Coast Guard; Criminal Investigation Service of the Internal Revenue Service (IRS/CI); and law enforcement components of the U.S. Forest Service and the National Park Service.

fiduciary A role a HIDTA grantee may perform as a service to the HIDTA to distribute funds to other non-federal entities participating in the HIDTA. See *HIDTA Program Policy and Budget Guidance, v. 2017*, for the official definition of this term.

financial manager A position at the regional HIDTA responsible for oversight of the HIDTA's budget and accounting duties. Participating agencies may also have a position with a similar title, performing the same duties for their organization or for a group of grants.

funding period The period of time during which HIDTA funds must be expended. Also known as the *award period*.

G

grant An award of financial assistance by the federal government to an eligible agency or legal entity. The term grant only applies to funds awarded to non-federal entities; federal agencies receive transfers of spending authority.

grant number The unique identifying number assigned to each grant; assigned by ONDCP and input directly into FMS.net by the FMS.net administrators prior to the budget preparation process.

H

HHS U.S. Department of Health and Human Services which provides the online Payment Management System (PMS) to HIDTA and other grantees receiving federal financial assistance.

HIDTA High Intensity Drug Trafficking Area. The term may refer to the national program, a geographic area of designated counties, or a physical office building from which operations are managed.

I

import The process of bringing data into FMS.net; see **Utilities ... Offline Budget Input**.

initiative Activities that implement portions of the HIDTA's strategy to address a threat. See *HIDTA Program Policy and Budget Guidance, v. 2017*, for the official definition of this term.

input budget The level of budget data that was keyed and saved immediately before the first approval (i.e., before the financial manager began the approval process).

L

line item The lowest level of detail of a summarized data. For example, a sub-account represents a line item within the HIDTA chart of accounts. A line item on the Reprogramming Request form represents 1 row of transactional data.

M**MOA**

An official award document between the ONDCP and a federal agency receiving a HIDTA award. See *HIDTA Program Policy and Budget Guidance*, v. 2017, for the official definition of this term.

modification

Any approved reprogramming transaction that changes the award amount, and new award documents must be executed to reflect the modified amount.

N**NHAC**

National HIDTA Assistance Center. This center, in Miami, FL, provides HIDTA-specific services such as accounting assistance, training, and multi-media services to HIDTA program participants.

non-federal entity

A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.

O**ONDCP**

Office of National Drug Control Policy. The office established within the Executive Office of the President of the United States to develop and coordinate the Nation's anti-drug policy. ONDCP also administers the HIDTA program.

P**participating agency**

A federal agency or non-federal entity with personnel assigned to participate in a HIDTA initiative. See *HIDTA Program Policy and Budget Guidance*, v. 2017, for the official definition of this term.

Payment Management System (PMS)

A web-based program that disburses grant funds to grantees, and allows grantees to report quarterly financial status of their grants. PMS is managed by the Program Support Center within the HHS. Visit <https://pms.psc.gov> for more information. See *HIDTA Program Policy and Budget Guidance*, v. 2017, for the official definition of this term.

PE/PI/PS

Purchase of evidence; purchase of information; or purchase of services.

post	After approval, the final action FMS.net takes on a transaction to permanently update the affected account balances.
pre-encumbrance	Amount formally planned or expected to be spent, but for which there is no legal obligation yet. A requisition is a typical pre-encumbrance transaction, but the classification depends on the procurement procedures of the agency making the purchase. At HIDTA, an Executive Board-approved spending plan is a pre-encumbrance, but the annual HIDTA budget is not a pre-encumbrance. See <i>spending plan</i> .
Program Support Center (PSC)	A non-appropriated agency hosted by the HHS which manages the Payment Management System (PMS). Visit https://pms.psc.gov for more information and to access PMS.
program year	The calendar year for which the HIDTA award provides funding; the program year always begins on January 1 of the calendar year.
R	
reimbursement	The payback of money for HIDTA costs incurred.
reprogramming	A transaction that shifts amounts between two or more budget accounts, resource recipients, initiatives, and/or awards. See <i>HIDTA Program Policy and Budget Guidance, v. 2017</i> , for the official definition of this term.
resource recipient (RR)	In the Financial Management System (FMS), the sub-grantee or agency receiving the benefit of the grant funds. Recall the award recipient is the grantee, who in turn distributes funds incrementally to the participating agencies (resource recipients) usually on a reimbursement basis.
RR.Input	An account name used to pool amounts at a lower level of detail; this account appears on some FMS.net reports. For example, reprogramming transactions formerly were recorded at the sub-account level, but they now are recorded and tracked at the higher level, the account level. To show both the older transactions (at the low level of detail) along with the more recent transactions (at the higher level of detail), FMS.net pools all of the older transactions (at the sub-account level) into an account named RR.Input (for Personnel, for example).

S

settle

The process of reconciling an outstanding advance of grant funds by providing supporting documentation of the actual expenditures made with the advanced funds and resolving any amount differences (either by returning funds or requesting additional funds so that actual expenditures are equal to the funds received).

submit

To formally send a transaction in the Financial Management System (FMS) forward for approval. In FMS, the approval process cannot begin until the transaction or the supporting documents are submitted, e.g., disbursement requests. Prior to submitting work, a transaction can be saved and edited, but after the transaction is submitted, the approval process begins and edits are prohibited during the approval process.

supplemental budgets/funding

When awarded, these funds must be tracked separately for each targeted program, with separately reported performance measurements in PMP. Examples include Domestic Highway Enforcement (DHE), National Marijuana Initiative (NMI), Prescription Drug Project (PDP), and others.

T

task force

A group of law enforcement and investigative people who work together to carry out an initiative. Task force members remain employees of their respective agencies.

transfer of funds

To move funds from one federal agency's account at the U.S. Treasury to another (e.g., from ONDCP to DEA to transfer HIDTA program funds).

W

workbook

A set of worksheets within a single file. The Excel file named .xls or .xlsx is a workbook.

worksheet

A single page within the Excel workbook. You can turn to a worksheet by clicking the tab at the bottom of the Excel window.

Y

year

In FMS.net, all references to year indicate the HIDTA program year.

Index

A

advances 4-28
approvals
 budget..... 2-21
 grant extension requests..... 6-9
 reprogramming transactions 5-20

B

Budget Approval page 2-21
Budget Request
 printing 2-18
budgets
 creating 2-11
 overview 2-4
 printing 2-18
 process of preparing 2-8
 reports.....B-3
 supplemental..... 2-26

D

Disbursement Approval page..... 4-19
disbursements
 advances 4-28
 creating a request..... 4-15
 data links 4-37
 overview 4-3
 reimbursements 4-4
 reports..... 4-36, 4-37

E

extensions *See* grant extension

G

grant extensions 6-4
 approving..... 6-9
 creating 6-6

H

Heading Area 1-14

L

linked data
 disbursements.....4-37

O

Offline Budget Worksheets 7-11

P

password 7-4
printing
 budget request 2-18
 extension request.....6-7

R

reimbursements 4-3
reports
 disbursements.....4-36, 4-37
 grant periods 6-13
 reprogramming..... 5-30
reprogramming
 overview 5-4
 reports 5-30
Reprogramming Manager..... 5-10
reprogramming requests
 tracking 5-6
reprogramming transactions
 approving 5-20
Request
 Disbursement Request..... 4-16

W

Web pages
 description of 1-9

Suggestions from the Reader

We want to hear from you. In the space below, please list your suggestions for improvement of the training program and the training materials. Fax this form to:

Vikki Wells
Training Manager
National HIDTA Assistance Center
Fax: (305) 715-7615

Participant Guide

Page	Suggestion or Correction Needed

Quick Reference Cards

Document	Suggestion or Correction Needed

Best Practices to Share With Others

Topic	Best Practice

Other Materials or Training Needed

Describe the materials or additional training needed.