



State of Arizona Accounting Manual

Topic 70 Grants
Section 05 eCivis and AFIS

Issued 05/23/22
Page 1 of 3

INTRODUCTION

An interface between eCivis and AFIS will transfer certain grant information from the former to the GLM module of the latter, thereby reducing duplication of effort, diminishing the likelihood of errors and providing agencies using eCivis significant advantages in managing grants.

Detailed instructions for working in eCivis can be found at the GFRT website at <https://grants.az.gov/>.

POLICIES

1. In order to effectively use eCivis in conjunction with AFIS and to maximize the efficiencies that may be realized from the interface between those systems, grants shall be established in eCivis.
2. The appropriate grant information will create a GLM document that populates the Grant Lifecycle Management Summary Table (GRNTSUM). Once the GRNTSUM table is populated, the grant ID can be attached to the cost structure via a CAS or CAM document. The cost structure will be used to track all accounting activity related to the grant.
3. An agency's acquisition of a GFRT-issued SAI number will require entering the grant information into eCivis.
4. The data that, when captured in eCivis, are interfaced into AFIS are contained in the table on the following page. This table also acts as a crosswalk between the data elements/field titles used in eCivis and the AFIS data element/field titles.

State of Arizona Accounting Manual

Topic 70 Grants
Section 05 eCivis and AFIS

Issued 05/23/22
Page 2 of 3

eCivis data element/field title	AFIS data element/field title	Note
Department	Department	Completed during agency's eCivis account set-up using the three-letter AFIS agency code.
Agency	Funding Agency	eCivis generates the specific department/office within State or Federal government or the agency enters the specific name of the funding source in the Organization Funding within eCivis. Naming conventions listed in the Naming Convention List published by GFRT must be used, if the funding source has a convention on the list.
Projected Award \$	Funding Request	Dollar amount of grant proceeds requested and anticipated to be received.
Internal Grant ID	Grant ID	The State Application Identifier (SAI) is input into Internal Grant ID by GFRT at the Grant Awarded Stage. SAI letter generated by GFRT upon request at either the Application Preparation or Submitted Stage and posted in the Document tab of the Project Dashboard. The grant ID must be added to the associated cost structure using a CAS or CAM document.
Project Name	Grant ID Name	The Project Name can be anything the grant funding is being used to support.
Grant Title	Grant Program Name	eCivis generates the name of the specific funding opportunity. For customized Organizational Funding projects in eCivis, the agency creates the name of the funding opportunity.
Funding Type	Grant Type	eCivis identifies the funding source as Federal, State or local funding.
Actual Funds	Total Available Funding	eCivis generated; however, if not available, it will default to the stated or entered Projected Award \$.
Awarded Amount	Awarded Amount	Dollar amount of grant proceeds actually awarded.
Grantor Contract Number	Grant Award Number	Agency eCivis user should input the initial Grant Award Number, Grant Number, FAIN, Document Number or other funder/grantor authorized unique identifier as on the NOA.
DUNS Number	DUNS Number	A unique numeric identifier formerly assigned by Dun & Bradstreet, replaced with the UEI – information presented in the system is historic.
UEI	UEI	The Unique Entity Identifier (UEI) assigned by the U.S. General Services Administration SAM.gov.
Contract Start Date	Funding Period From	The Project Period From date as stated in the NOA.
Contract Close Date	Funding Period To	The Project Period Through date as stated in the NOA.

State of Arizona Accounting Manual

Topic 70 Grants

Issued 05/23/22

Section 05 eCivis and AFIS

Page 3 of 3

Application Submitted	Application Due Date	The date upon which the application for grant proceeds is/was due.
Notes	Comments	There are four Notes fields in eCivis that may be used; all four will interface with the <i>new</i> AFIS Comments field
Phone	Contact Phone	Completed during individual eCivis user account setup.
Lead Email Address	Contact Email	Completed during individual eCivis user account setup.
Competitive or Non-competitive	Funding Type	User must click on appropriate circle within eCivis.
Project Summary	Program Description	A brief description of the project.