



ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: OVERVIEW AND NAVIGATION OF GRANT LIFECYCLE MANAGEMENT (GLM)





# OVERVIEW AND NAVIGATION OF GRANT LIFECYCLE MANAGEMENT (GLM)

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## Overview

The Grant Lifecycle Management (GLM) subsystem of AZ360, the statewide financial system, contains the programmatic information related to grants and projects, which interface from the eCivis grants management system into GLM. The eCivis system is managed for the State of Arizona by the Grants and Federal Resources Team at the Arizona Governor's Office of Strategic Planning and Budgeting.

*For eCivis specific questions and assistance, please contact [gfr@az.gov](mailto:gfr@az.gov).*

The GLM subsystem consists of status folders that contains various programmatic information. The status folders that are updated by the eCivis interface and their respective AZ360 page codes are:

- Grant Opportunity Status Folder (GTOPSF)
- Grant Application Status Folder (GTAPSF)
- Grant Award Status Folder (GTAWSF)
- Grant Amendment Status Folder (GTAMSF)

The eCivis to AZ360 interface creates Grant ID records in GLM (AZ360 Grant ID's are also known as State Award Identifier or SAI Numbers in eCivis). Detailed grant information associated to the Grant ID is automatically populated to the GTOPSF, GTAPSF, GTAWSF and GTAMSF status folders by the interface.

The Grant ID can be added to cost accounting structures in AZ360 via Cost Accounting Setup (CAS) and Cost Accounting Modification (CAM) transactions, once the Grant ID is created by the eCivis to AZ360 interface. This allows the programmatic information in the GLM status folders to be linked to financial transactions that post to cost accounting structures. For more information on CAS and CAM transactions, see the respective sections of the **AZ360 Manual – Cost Accounting** available at <https://gao.az.gov/resources/training/gao-training-resources>.

The eCivis to AZ360 GLM interface occurs each weekday in the late afternoon. The interface does not occur on weekends. *It can take up to three weekdays after all required information is entered into eCivis for the data to interface into GLM.* This is due to timing differences between when data is picked up from eCivis, and when the data extract from eCivis is used during a run of the interface.

It is best practice to not manually enter information into the GLM subsystem of AZ360. Any information manually entered in GLM will be overwritten by data from the interface.

The Close-Out/Audit Status Folder (GTCOSF) is the only GLM status folder populated by manually created AZ360 transactions instead of the interface. The GTCOSF is populated through a Grant Close-Out Transaction (GTCO), which is used to close a Grant ID, and Grant Close-Out Revision Transactions (GTCOR), which can be used to reopen and reclose the Grant ID.

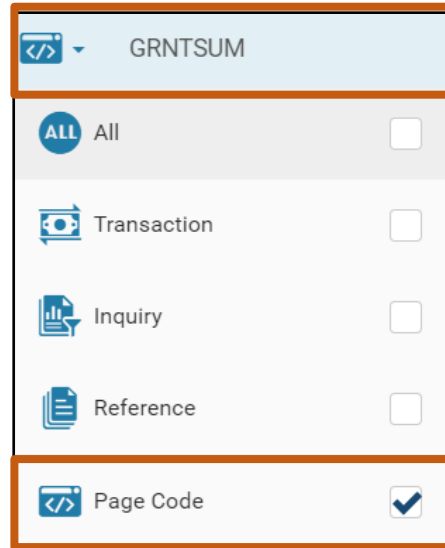


## Navigation

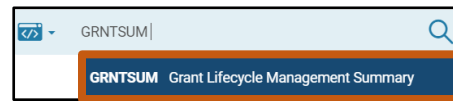
GLM records can be viewed using the Grant Lifecycle Management Summary (GRNTSUM) in AZ360. The steps below detail how to research GLM records.

Log in to the **AZ360** Home Page. Research a GLM record.

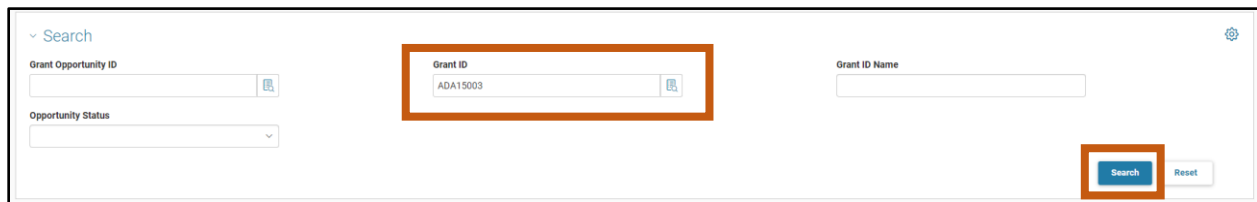
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GRNTSUM*.



4. In the drop-down menu that generates, select **GRNTSUM Grant Lifecycle Management Summary**. The GRNTSUM page will generate.



5. In the **Grant ID** field, enter the specific grant ID that is being researched.
6. Click **Search**.



7. A record for the grant ID will appear in the grid results at the bottom of the screen.



## Quick Reference Guide

- The 3-dot menu on the generated grant record can be used to navigate to information in the various status folders for the Grant ID. In this scenario, click the **3-dot menu**. Then click on **Related Pages**, and select **Opportunity** in order to navigate to the Grant Opportunity Status Folder (GTOPSF) page for the Grant ID record.

Grant Lifecycle Management Summary ☆

Search

Grant Opportunity ID:

Grant ID: ADA15003

Opportunity Status:

Grid Actions

1 - 1 of 1 Records

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Opportunity Status
ADA150033319	ADA15003	SBI Program	ADA	Completed

Callout menu options: Opportunity, Related Pages, Application, Award, Amendment, Close-Out/Audit

- To view information of the grant opportunity status folder record, click the **3-dot menu** on the right side of the record in the records grid and select **View**.

Grant Opportunity ☆

Search

Grant Opportunity ID:

Grant Program Name:

Assistance Listing Number:

Funding Type:

Grid Actions

1 - 1 of 1 Records

Grant Opportunity ID	Grant Program Name	Total Available Funding	Maximum Grant Award	Grant Cycle	Assistance Listing Number	Funding Type
ADA150033319	Recovery Act: State Broadband Data and Development Grant Program - FY 2009	\$350,000,000.00	\$350,000,000.00	-	-	Non-Competitive

Callout menu options: View, Edit, Copy, Delete



# Quick Reference Guide

10. The Grant Opportunity information will display the opportunity that created this grant along with funding availability amounts, funding period dates, etc.

Grant Opportunity ♥ Edit Cancel

Department: ADA | Grant Opportunity ID: ADA100011000981

Grant Opportunity Transactions Attachments (1)

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General Information

Department ADA <small>DEPT OF ADMINISTRATION</small>	Grant Opportunity ID ADA100011000981	Grant Program Name ARRA - State Grants to Promote Health Information Technology
Opportunity Status In-Progress	Grant Opportunity Source Detail Other	Grant Cycle -
Funding Period From 02/08/2010	Funding Period To 02/07/2014	Total Available Funding \$9,377,000.00
Maximum Grant Award -	Minimum Grant Award -	Allowable Grant Administration Cost \$0.00
Allowable Grant Administration % 0.0000	Required Matching % 0.0000	Required Matching Cost \$3,176,465.00

Grant Opportunity Description  
This grant program will support the State of Arizona in establishing health information exchange (HIE) capacity among health care providers and hospitals in its jurisdictions. Such efforts at the state level will establish and implement appropriate governance, policies, and network services within the broader national framework to rapidly build capacity for connectivity between and among health care providers. State programs to promote HIE will help to realize the full potential of EHRs to improve the coordination, efficiency, and quality of care.

Opportunity Comments

Opportunity Category

Opportunity Category Explanation

Reason For Cancellation

Funding Agency

Funding Agency FEDAGCY0005	Funding Agency Name Department of Commerce	Grantor Division Name -
Grant Type Federal	Grant Category IT/TELECOMMUNICATIONS	Assistance Listing Number -
Funding Type Non-Competitive	Funding Source ID -	Funding Source Name -
Funding Instrument Type 1 Grant	Resolution Required No	Application Due Date 08/14/2009 12:00 AM
Pre-Application Required No	Pre-Application Due Date -	Funding Instrument Type 4 -
Funding Instrument Type 2 -	Funding Instrument Type 3 -	Funding Agency Comments

Opportunity URL

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Funding Agency Contact

Contact Name NO CONTACT LISTED	Funding Agency Street 1 Federal Agency	Funding Agency Street 2 -
City Phoenix	Funding Agency State/Province AZ	Funding Agency ZIP/Postal Code 85007
Funding Agency County -	Funding Agency Country USA	Funding Agency Phone -
Funding Agency Email -	Funding Agency Phone -	Funding Agency Extension -
	Funding Agency Fax -	



## Quick Reference Guide

11. To review a different status folder for the Grant ID, click the **Cancel** button at the top of the status folder record. Users will be taken back to the Grant Opportunity Status Folder (GTOPSF) Search Page.

Grant Opportunity ♥

Department: ADA | Grant Opportunity ID: ADA1500335319

Grant Opportunity Transactions Attachments (1)

General Information

Department ADA DEPT OF ADMINISTRATION	Grant Opportunity ID ADA1500335319	Grant Program Name Recovery Act: State Broadband Data and Development Grant Program - FY 2009
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12. On the GTOPSF, click the **Back** button. This will take users back to the Grant Lifecycle Management Summary (GRNTSUM) page for the Grant ID.

Grant Opportunity ☆

Search

Grant Opportunity ID

Grant Program Name

Department

Assistance Listing Number

Funding Type

Search Reset

Grid Actions

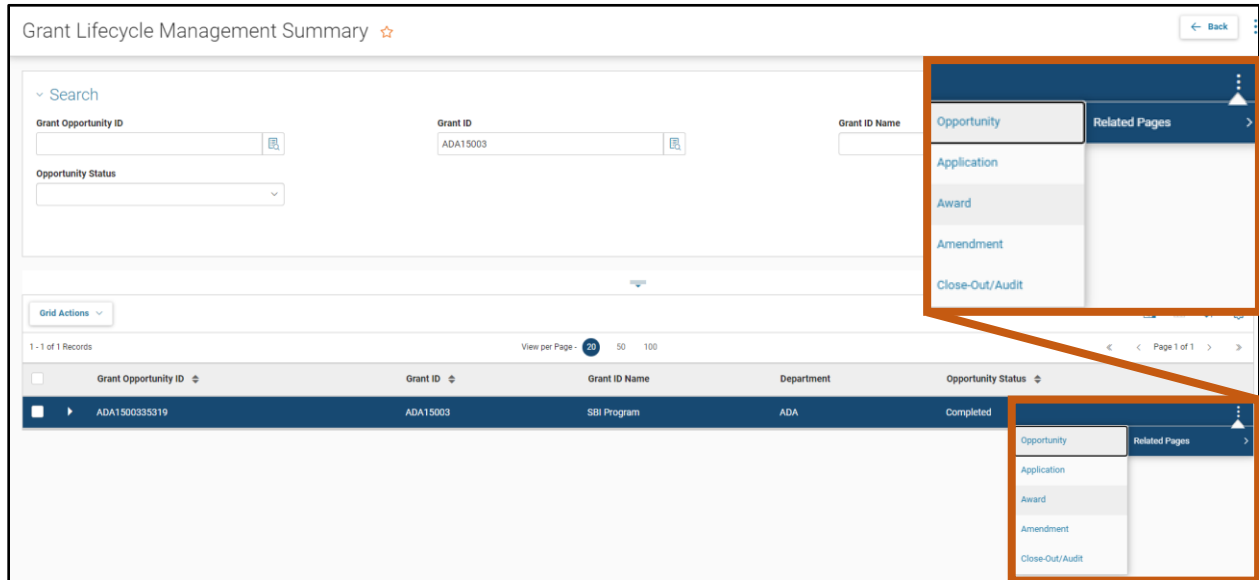
1 - 1 of 1 Records

View per Page: 20 50 100

Grant Opportunity ID	Grant Program Name	Total Available Funding	Maximum Grant Award	Grant Cycle	Assistance Listing Number	Funding Type
ADA1500335319	Recovery Act: State Broadband Data and Development Grant Program - FY 2009	\$350,000,000.00	\$350,000,000.00	-	-	Non-Competitive



13. From the GRNTSUM page, users can select a different status folder to review via the **3-dot menu, Related Options** selection, such as the Grant Award Status Folder (GTAWSF).



*Navigation Tip: If a user gets lost navigating between different status folders for a single Grant ID, it is recommended to return to the AZ360 home page, navigate back to GRNTSUM page, and search for the record to view the other status folders as shown previously.*