

## Grant Management System (GMS) Instruction Manual

All grantees and subgrantees of the Commission on Criminal and Juvenile Justice (CCJJ) are required to submit a Financial Status Report (FSR) monthly or quarterly. The FSR must be submitted in CCJJ's Grant Management System via the internet.

Due to technical difficulties, GMS can only be accessed using the web browser Firefox. If you do not have Firefox, you will need to download the free web browser [here](#).

Once you have Firefox installed, you can access GMS [here](#). You should see the login page below:



### Grants Management System

*Unauthorized Use is Prohibited*

Login Name

Password

GMS is best accessed with the web browser Chrome or Firefox.  
Download Firefox [here](#).  
Download Chrome [here](#).

Once you have logged in, you will see the grant/s that you administer.

19T003		Training					
	Number	Agency	Status	Obligated	Paid	Deobligated	Balance
	<a href="#">19T0031</a>	Training	Open	13,450.00	0.00	0.00	13,450.00
		Totals		13,450.00	0.00	0.00	13,450.00

Next click on the grant number to submit a Financial Status Report (FSR). This will bring you to this page:

# Grant Summary

Unauthorized Use is Prohibited

Welcome Danielle Bird

## Grants Management

19T003

Training

Dir.

CFDA#

Grant

Title

Category

Reports

Monitor

Name	Role	Phone	Email

Select

Edit

Deobligated  Finet #

Open  Ending

Taskforce  Object

Purpose  Continuation

Duns#

Approved By  Date

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Authorized Pmt	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00
Outlays	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Obligations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Balance	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00

Year	Period	Status	Edit

New Financial Status Report

	Federal	Inkind	Cash	Total
Authorized Pmts	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00
Outlays	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Obligations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Balance	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00

Notes

Delete

Save as Edit

Grant Change

Next click on this button

New Financial Status Report

This will take you to the screen where you will input your FSR.

If you report quarterly, the top of the page will show this:

Training Grant: 19T0031

Year

Quarter

Source of Funds

If you report monthly, the top of the page will show this:

Training Grant: 19T0031

Year

Quarter

This screen shows the total grant award and the amount in each category. Suggestion to circle the balance amount or the amounts in each category you're talking about.

**Training Grant: 19T0031**

Year

Quarter

Supplemental

Finet #

**Source of Funds**

	Grant Funds	In Kind Match	Cash Match	Total
Grant Amount	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00
Exp. and obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period				
Unpaid Obligations				
Totals				
Balance	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00

**Expenditures**

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Grant Amount	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00
Exp and Obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period								
UnPaid Obligations								\$ 0.00
Total								
Balance	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00

Director

CCJJ Officer

CCJJ Reviewer

Make sure to accurately input all of your expenses on this screen. The totals must match. Be sure to hit "Save" after totals have been entered.

**Source of Funds**

	Grant Funds	In Kind Match	Cash Match	Total
Grant Amount	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00
Exp. and obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period	\$ 1,200.00			\$ 1,200.00
Unpaid Obligations				
Totals	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 1,200.00
Balance	\$ 12,250.00	\$ 0.00	\$ 0.00	\$ 12,250.00

Upload Documents

**Expenditures**

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Grant Amount	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00
Exp and Obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period				\$ 400.00	\$ 800.00			\$ 1,200.00
UnPaid Obligations								\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	\$ 800.00	\$ 0.00	\$ 0.00	\$ 1,200.00
Balance	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 350.00	\$ 400.00	\$ 500.00	\$ 0.00	\$ 12,250.00

Director

CCJJ Officer

CCJJ Reviewer

The next step is to upload the back-up documentation for your expenditures. Click on this button:

Upload Documents

This will bring you to this page:

**Step 1 - Select Document Type**

- Ledger Document     Progress Document     Success Document

**Step 2 - Select Document to Upload**

No file selected.

Upload Pdf, Doc, Docx, Xls, Xlsx, SLSX or Wpd file to Server

Upload Report File

All submissions must have a ledger included. You will also need to upload backup documentation such as receipts and invoices as well as a progress document showing your progress on your performance measures.

Once you have uploaded your documents, GMS will return you to this page, which now shows your uploads and entered amounts.

Year  Quarter   Supplemental Finet #

**source of Funds**

	Grant Funds	In Kind Match	Cash Match	Total
Grant Amount	\$ 13,450.00	\$ 0.00	\$ 0.00	\$ 13,450.00
Exp. and obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 1,200.00
Unpaid Obligations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Totals	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Balance	\$ 12,250.00	\$ 0.00	\$ 0.00	\$ 12,250.00

Documents	Type	
Ledger	<a href="#">pdf document</a>	<a href="#">Delete</a>

**Expenditures**

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Grant Amount	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 750.00	\$ 1,200.00	\$ 500.00	\$ 0.00	\$ 13,450.00
Exp and Obl.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Outlays This Period	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	\$ 800.00	\$ 0.00	\$ 0.00	\$ 1,200.00
UnPaid Obligations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$0.00	\$0.00	\$0.00	\$400.00	\$800.00	\$0.00	\$0.00	\$1,200.00
Balance	\$ 10,000.00	\$ 1,000.00	\$ 0.00	\$ 350.00	\$ 400.00	\$ 500.00	\$ 0.00	\$ 12,250.00

Director

OCJJ Officer

OCJJ Reviewer

If everything looks correct, sign the submission as "Director". After you have signed the submission make sure you click save.