Las Vegas Financial Management Center *OFCO/OC/FSD/LVFMC* (May 15, 1998)

The Grant Inquiry was developed by LVFMC as a project management tool for accessing information related to the Senior Environmental Employment Program (SEE Program), a program of OHROS. LVFMC coordinated the development of this tool through the Financial Services Division (FSD) programming staff located in RTP. This tool was designed to provide SEE Program Monitors, Coordinators, and the Project Officer with a simple and easy-to-use method for accessing data from the Integrated Financial Management System (IFMS) without requiring the use of the IFMS to obtain the information. Examples of information that can currently be obtained are:

- Status of committed funds (have funds been obligated?)
- Grant number(s) for committed funds
- Determine the amount of total payments issued to the Grantee
- Information about a grant (who is the Grantee, date of award, etc.)
- Verifying the source of funds used to fund a grant
- Information needed prior to a Grantee and Project Officer meeting

# EPA @ Work Infranet Grant Inquiry - Netscape	Walking to the Intranet Grant
Ele Edi Yew Bo Communicator Help	Inquiry is very easy:Access your version of the
	Netscape Software.Go to the EPA Intranet Page
	"EPA @ Work"
United States Environmental Protection Agency	 From this page, click on the Budget & Buying item under Management & Administration
Intranet Grant Inquiry	• Click on Budget
This pilot intranet grant inquiry process was developed for EPA staff who work with Senior Environmental Employment Program assistance agreements(grants). You may either enter the assistance agreement number or a commitment number. Please note that commitment document numbers are	• Under "Grants," find the item "Intranet Grant Inquiry" and click once.
usually the last two digits of the fiscal year, the allowance holder, and the six character DCN. For example: "9750CPT014" is a commitment for fiscal year 97, allowance holder 50 using DCN CPT014. After either typing in the grant number or the commitment number click on the GO button.	• You should now see a screen similar to Figure 1 shown at the left.
Grant or Commitment Number: 69	• After entering a grant or commitment number be sure to click on <u>GO</u> with the mouse button.
💣 🛛 Document: Done 🔄 🌺 🎍 🖓 🖋 🕢	button.

Figure 1 – The Grant Intranet Inquiry from Netscape

Under the document action section you can jump back and forth via radio buttons from the related commitment(s) or obligation(s) document.

If you print out the grant inquiry data, and the data is displayed differently on the page than desired, please check with your systems administrator/LAN manager to determine if there are options available on your systems printer driver to enable your printout to look as desired.

Instructions for use of this inquiry can be found when accessing the inquiry page. Even though this inquiry was developed for a specific purpose, other EPA offices are invited to use and share this new data resource. If you have any questions, please contact Shelly Norland/LVFMC at (702) 798-2499.