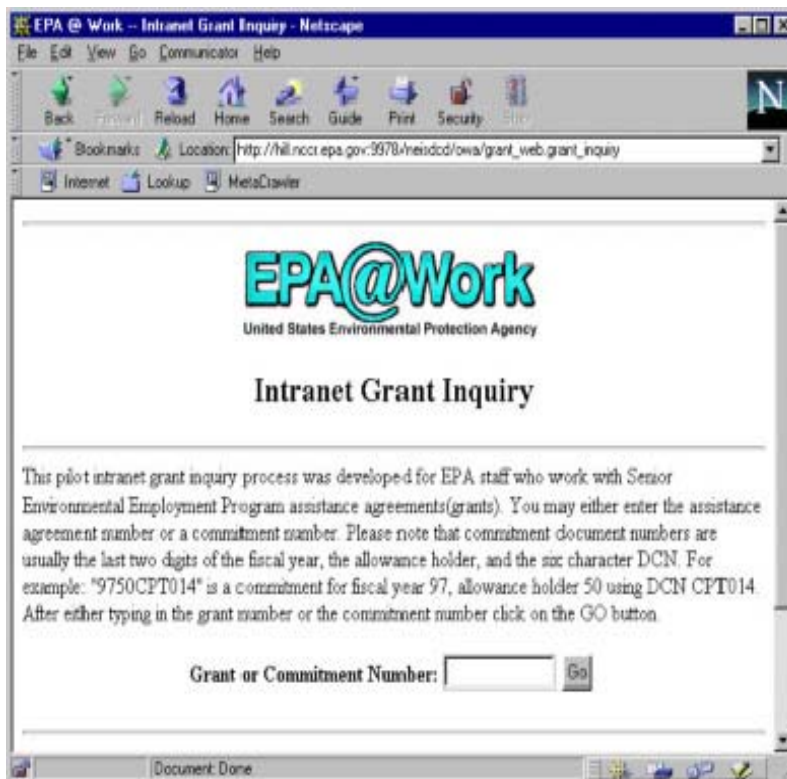


Las Vegas Financial Management Center *OFCO/OC/FSD/LVFC* (May 15, 1998)

The Grant Inquiry was developed by LVFC as a project management tool for accessing information related to the Senior Environmental Employment Program (SEE Program), a program of OHROS. LVFC 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



Walking to the Intranet Grant Inquiry is very easy:

- Access your version of the Netscape Software.
- Go to the EPA Intranet Page "EPA @ Work"
- From this page, click on the **Budget & Buying** item under Management & Administration
- Click on **Budget**
- Under "Grants," find the item "Intranet Grant Inquiry" and click once.
- You should now see a screen similar to Figure 1 shown at the left.
- After entering a grant or commitment number be sure to click on **GO** with the mouse 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/LVFC at (702) 798-2499.