Indigenous Services Canada

Crown-Indigenous Relations
and Northern Affairs Canada

Grants & Contributions Information Management System (GCIMS)

Recipient User Guide

Government of Canada Gouvernement du Canada

Canada

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LIST OF APPENDICES

1 EFFECTIVE DATE

This document takes effect on October 15, 2021.

2 TARGETED AUDIENCE

This document is mainly intended for recipient users that are authorized to access the Grants and Contributions Information Management System (GCIMS). Based on their granted access in the system, a recipient is able to view and/or provide information related to its funding allocations, funding requests and funding arrangements.

3 DOCUMENT OBJECTIVES

This document aims to present the GCIMS features and functions available to recipient users and provide them with step-by-step activities to accomplish certain tasks such as submitting a funding request or a required report related to a funding arrangement.

4 EXPECTED OUTCOMES

(As recipient users) Once you have completed the reading of this document, you should be able to better understand and accomplish specific tasks in GCIMS such as:

- Submitting and viewing information related to your funding requests;
- Viewing your funding allocation summary;
- Viewing your funding arrangement(s) information, such as funding details, reporting requirements, arrangement adjustments and payment details;
- Viewing the details of your funding arrangement adjustments;
- Viewing your reporting requirements status;
- Submitting required reports; and,
- Running system reports to view your recipient-related information, such as the Notification of Reporting Requirements Report, the Reporting Requirements Status Report, and the Expenditures Report.

5 WHAT IS GCIMS

GCIMS is a multi-organizational, single-window access and web-enabled solution that allows organizations to automate and streamline their Grants and Contributions transfer payment business processes. The main characteristics and strengths of this system are the following:

- It establishes the most efficient, sustainable, rationalized, automated, practical, and cost-effective Transfer Payments Management Solution compliant with Treasury Board's Policy on Grants and Contributions Transfer Payments;
- It offers better management of funding agreements, single or multi-year, involving on-going funding and or project-based funding;
- It improves accountability through the use of robust financial and non-financial reporting capabilities; and,
- GCIMS is an integrated solution with the SAP financial system and GCdocs, the records and documents management solution.

Finally, in addition to significantly reducing the paper and administrative burden on the recipients, GCIMS can provide on-line access for recipients to manage their funding requests, view information on their funding agreements, and track and submit their reports.

6 ACCESSING GCIMS

6.1 REQUIREMENTS

To access GCIMS, the following three (3) requirements must be met:
1. Your Recipient Organization has an authorized access to GCIMS;
2. You have a LAN user account to access the ISC/CIRNAC Access Portal through Citrix; and,
3. You have a GCIMS user account to access GCIMS.

If you meet all these requirements, you can proceed to Section 6.3 where you will log on to the ISC/CIRNAC Access Portal (LAN) and then Section 6.4 to log on to GCIMS.

6.2 REQUESTING USER ACCOUNTS

This section is mainly for a Recipient user who does not have any access to both the ISC/CIRNAC Access Portal (LAN) and GCIMS.

Recipient Organization Access

Only Recipient Organizations with authorized GCIMS access can request new user accounts. Contact your GCIMS Regional Coordinator[1] to enquire about the process for getting GCIMS access for your Organization.

ISC/CIRNAC Access Portal (LAN) User Account

To request a LAN user account or modify/remove an existing account, please contact your GCIMS Regional Coordinator. For your information, the form (see Appendix A) to fill out can be found on the Department's **GCIMS Knowledge Network** website.

GCIMS User Account

To request a GCIMS user account or modify/remove an existing account, you have to complete the GCIMS Schedule A form (see Appendix B) and submit it to the GCIMS Regional Coordinator for your region or the GCIMS Help Desk via email at aadnc.soutiensgisc-gcimssupport.aandc@canada.ca. This form can also be found on the Department's **GCIMS Knowledge Network** website.

6.3 CONNECTING TO THE ACCESS PORTAL

Before proceeding with the instructions below, it is recommended to close all running applications, including any internet sites.

The first step in accessing GCIMS is to log on to the ISC/CIRNAC Access Portal (LAN) through Citrix. To do so, open your Internet browser and enter the following link in the address box:

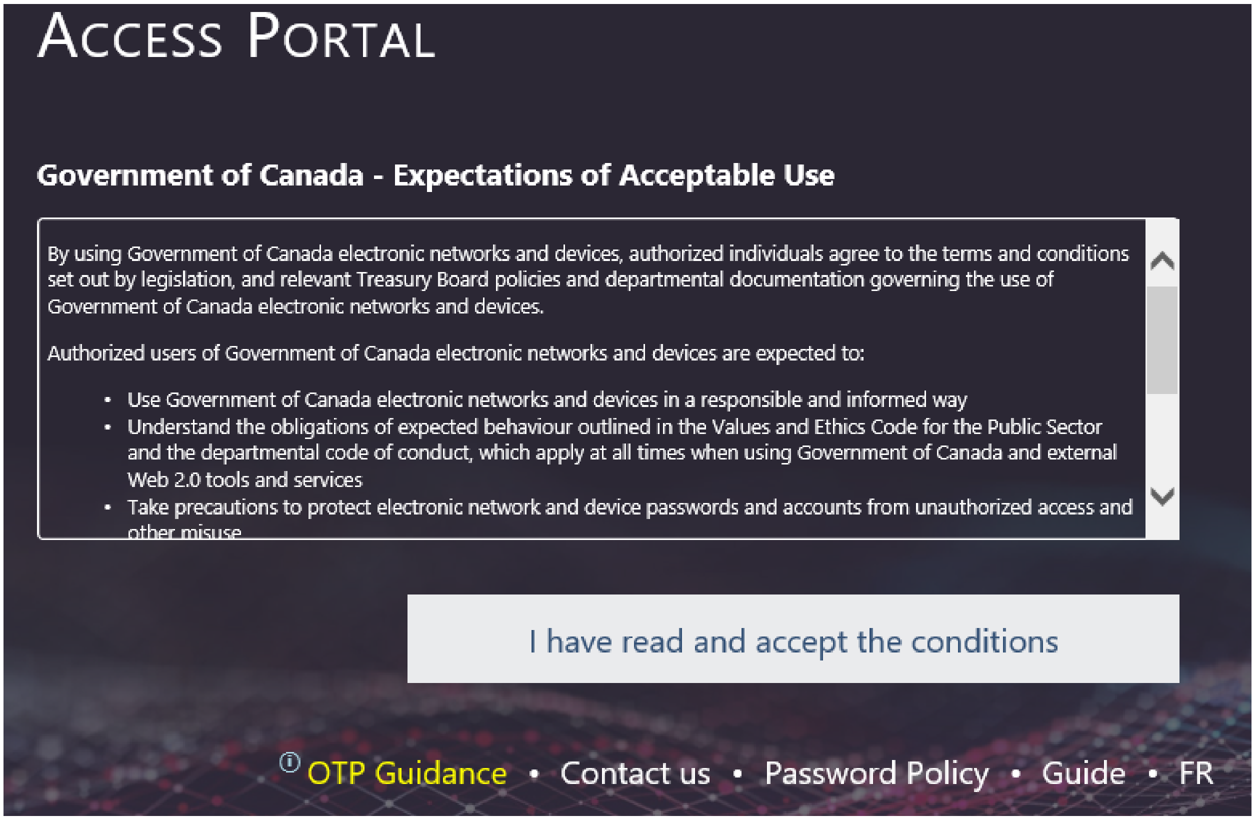
https://pa-ap.sac-isc.gc.ca

* Make sure that you use https to connect to this site and not the usual http.

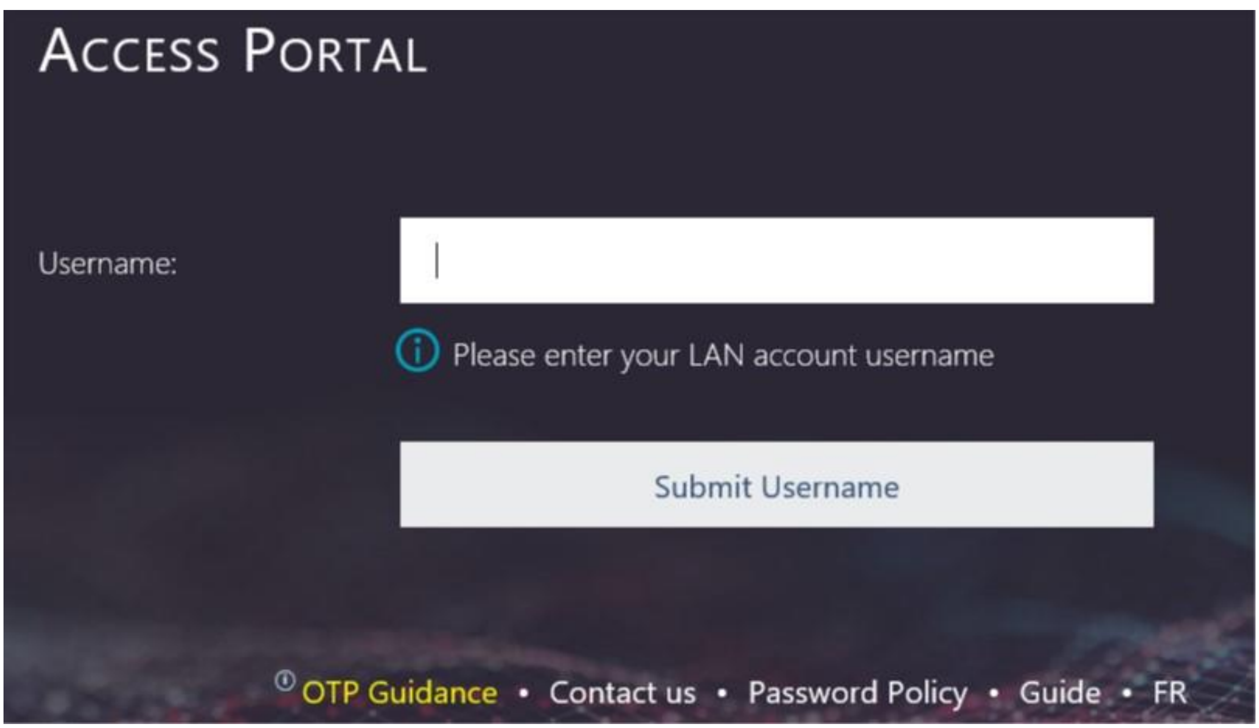
The Access Portal **Government of Canada - Expectations of Acceptable Use** conditions page will be displayed.

HINT: To make it easier to find the site again, you can add the site to your **Favorites**. The method of doing this varies depending upon the version of the Internet browser you are using. If you do not know how to add a page to your Favourites refer to the browser help.

[1] A list of regional coordinators can be found under the **Contacts** link on the GCIMS main menu.



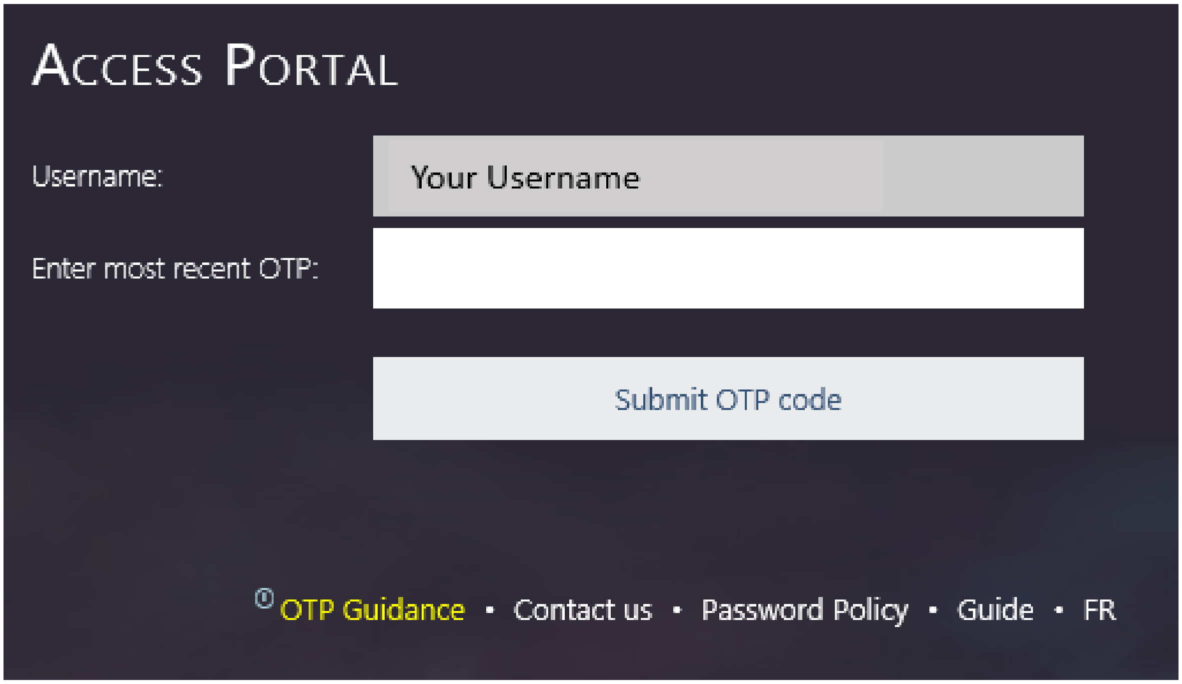
Read the ‘Government of Canada - Expectations of Acceptable Use’ conditions. If you accept them, [click] **I HAVE READ AND ACCEPT THE CONDITIONS** to display the Access Portal log on page.



Enter your ISC/CIRNAC Access Portal (LAN) **Username** and click **SUBMIT USERNAME.**

If this is the first time you are logging on to the Portal or If you are using an OTP (One-Time Password) code as a second authentication factor (see Appendix C):

You will be prompted to enter your OTP (One-Time Password) code that was sent to your email address (Inbox). Please check your Junk Email box if you have not promptly received it in your Inbox.

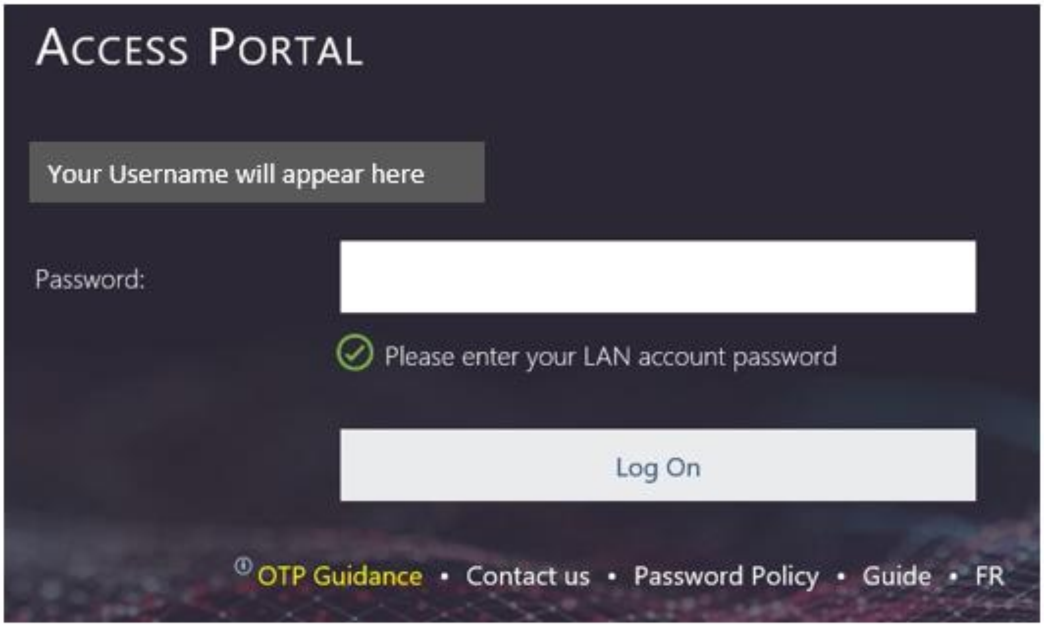


Enter your **OTP Password** and click **LOG ON.** The Access Portal page to enter your ISC/CIRNAC Access Portal (LAN) **Password** will be displayed.

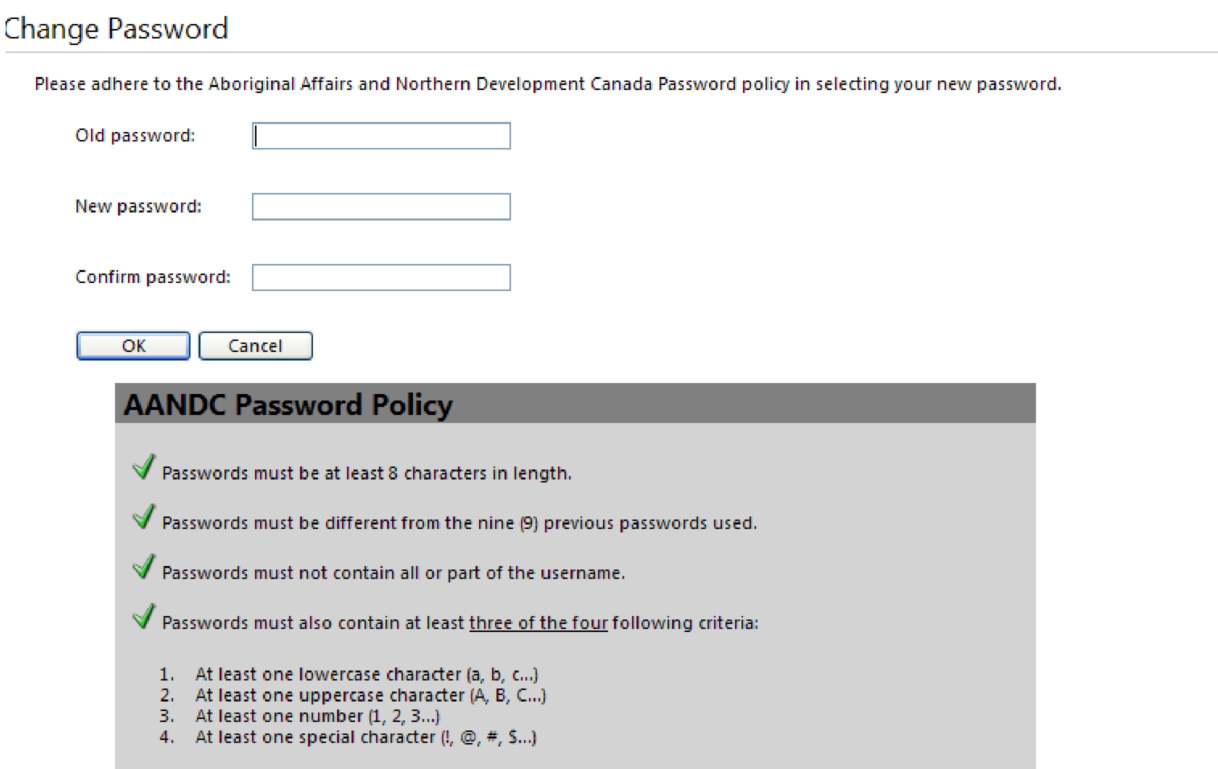
<u>WARNING</u>

If you enter the OTP code incorrectly, you will be prompted to enter a new OTP code. Do not re-enter the same code a second time, it will not work. You will receive a new OTP code in your email. Please ensure you refresh your Inbox to obtain the latest code.

We highly recommend that you **<u>copy</u>** and **<u>paste</u>** the OTP code in the logon screen to avoid typos whenever possible.



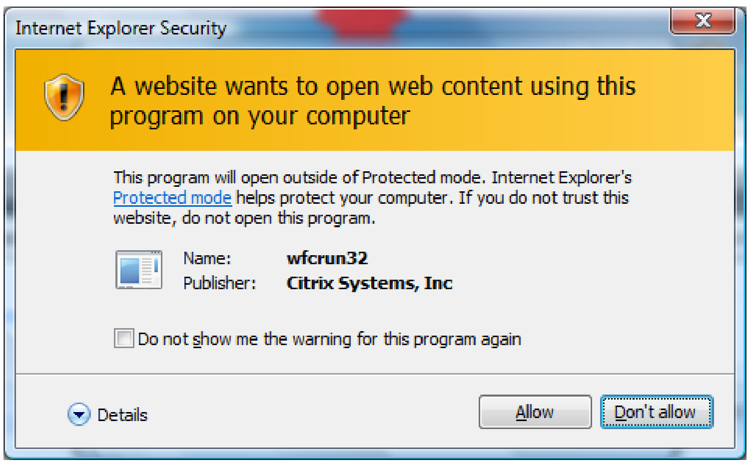
Enter your ISC/CIRNAC Access Portal (LAN) **Password** and click **LOG ON**. If this is the first time you are logging on to the ISC/CIRNAC Access Portal (LAN), you will be prompted to change your LAN password:



The ISC/CIRNAC Portal page will be displayed.

Click on the GCIMS icon to access/open GCIMS.

You may get the following warning pop-up window below. If so, click the **ALLOW** button.



The connection may ask your permission to access the local drive on your computer. This is necessary to enable you to upload reports etc.

You will then be presented with the GCIMS login screen.

6.4 Logging In to GCIMS

From the GCIMS login screen, you must provide a valid username and password to gain access to GCIMS.

Enter your GCIMS username and password.

Note:

This is not the same as the Access Portal (Citrix) username and password you used earlier.

- **User Name / Nom d'utilisateur:**
  The User Name is not case sensitive which means that you can enter it in either upper or lower case (or any combination of the two).

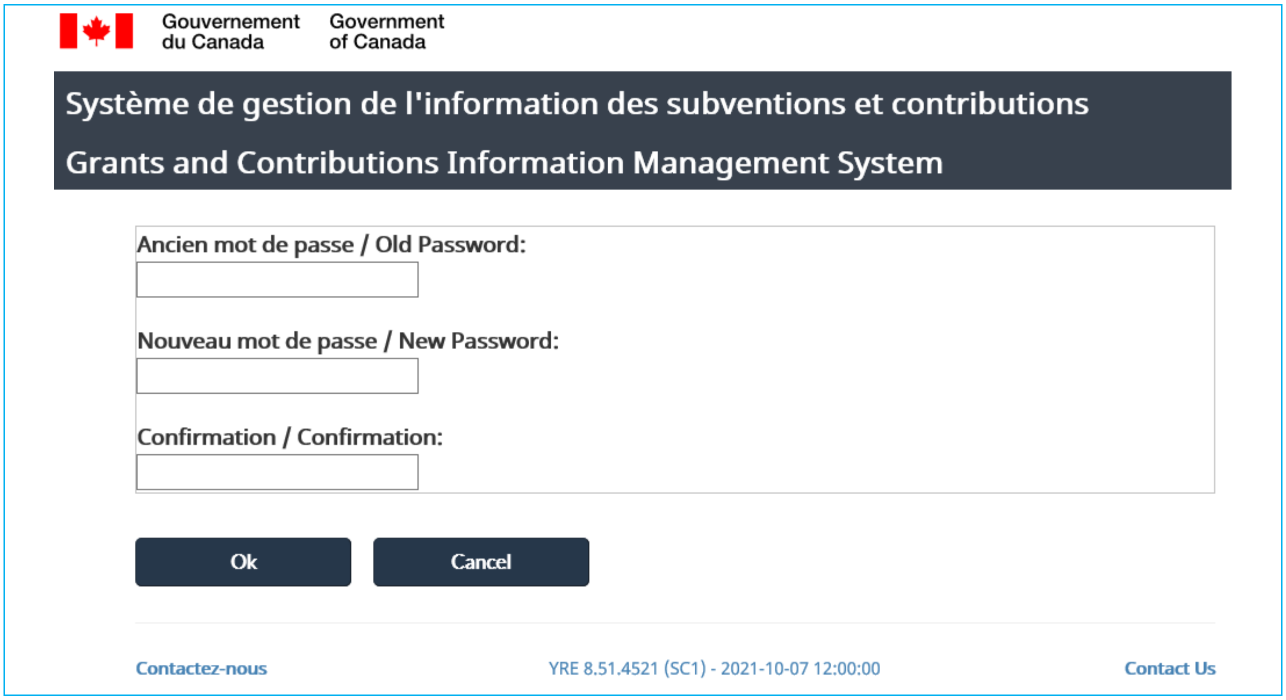
- **Password / Mot de passe:**
  The password field is case sensitive, which means that upper and lower case letters must be respected. Each new user will receive an auto-generated password, supplied either by email notification from the GCIMS system, or by a System Administrator.

To enter the application, click on the language button of your choice or press the [Enter] key on the keyboard. If you press the [Enter] key, the application language defaults will be English.

First Time Access

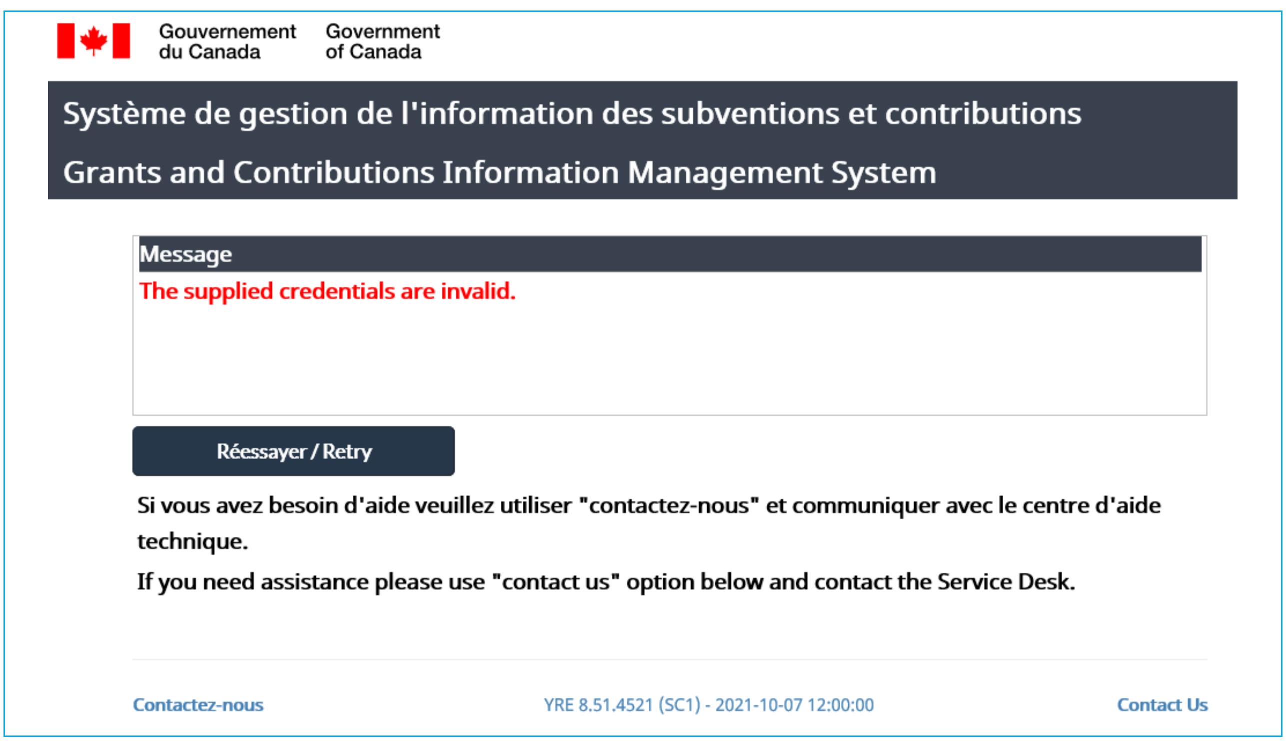
The first time you enter the system you will be provided with an auto-generated password. When you use this password to log on you are immediately prompted to change your password. Passwords are case sensitive and must be a minimum of 8 characters, one of which must be a number, and at least one each of a lower and upper case character. Your password cannot contain your name. E.g., if your last name is

Smith, your password cannot contain the word Smith. Remember to create a password that will be easy for you to remember but not easy for others to identify.



In the **Old Password** field enter the auto-generated password from the system.
In the **New Password** field enter your new password.
In the **Confirmation Password** field re-enter your new password.

Entering an invalid User Name and/or Password will result in the following message:



If the User Name and/or Password are entered incorrectly five (5) consecutive times, your account will be locked. The GCIMS Help Desk must be contacted to either unlock your account or reset your password (new system-generated password). See **Section 6.6 -Technical Support**.

If your GCIMS password is reset, you will receive an email with a temporary password, which you will have to change when you log on to GCIMS. The email will specify that it is the GCIMS password. If your Access Portal (Citrix) password is reset, you will also be notified by email. Make sure that you use the correct password for each login.

6.5 Changing your Password

Your password may be changed once every 24 hours using the User Password function found from the ***System Administration*** main menu and then ***System Security > User Password*** side menu.

GCIMS will prompt you to change your password after 90 days. You cannot re-use any of your previous nine passwords.

IMPORTANT:

Never communicate or share your password with others.

6.6 Technical Support

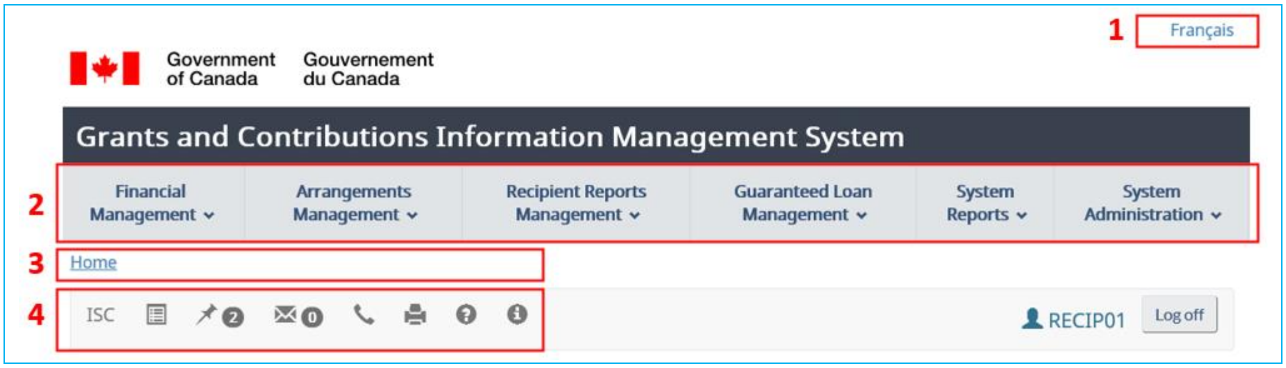
If you have problems logging on to the Portal (via Citrix), changing your password or have forgotten your password, contact the Department's ITS Help Desk via email at aadnc.itshelpdesk.aandc@canada.ca or via phone at 1-866-795-6465. Make sure you explain that you are trying to long on to the Access Portal (via Citrix).

If you have problems with your access to GCIMS or encounter any issues with the use of GCIMS, contact the GCIMS Help Desk via email at aadnc.soutiensgisc-gcimssupport.aandc@canada.ca.

For any other problems, contact your regional Funding Services Officer

7 HOW TO USE GCIMS

7.1 NAVIGATION



The GCIMS screen consists of four (4) navigational sections that are displayed the entire time that you are logged on to GCIMS:

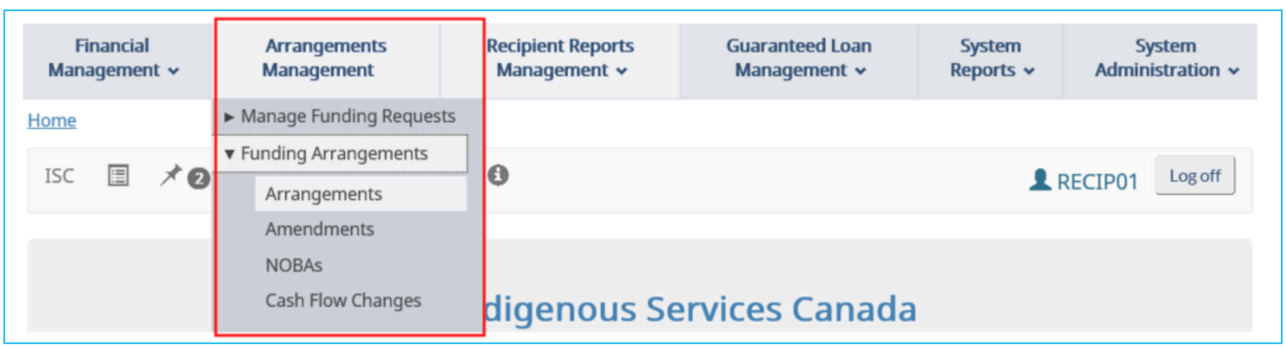
1. Top link related to the system language.
2. Main menu that contains links to the GCIMS modules[2].
3. Menu path of the screen that you are currently viewing.
4. Toolbar used to view your GCIMS navigation history, messages, and notifications.

1. TOP LINKS

The top link allows you to change the GCIMS language from English to French or vice versa.

2. MAIN MENU

The Main Menu bar consists of menu boxes providing access to the GCIMS modules. Clicking on a module from this Main Menu bar will display a list of options (sub-modules) for that module. The modules and sub-modules displayed depend on the type of access you have to the system.



3. MENU PATH

This section displays the path of the screen that you are currently viewing. You can click on a specific link (of the path) to go directly to the screen of that link.

[2] This will vary depending on your assigned user access role(s).

4. TOOL BAR

The toolbar consists of the following seven (7) icons:

Navigation History: Displays the last ten (10) activities completed in GCIMS

Messages: Displays any system messages such as Bulletin Boards

Notifications: Displays any system notifications

Contact Us: Contains the list of names and numbers of the main GCIMS Contacts

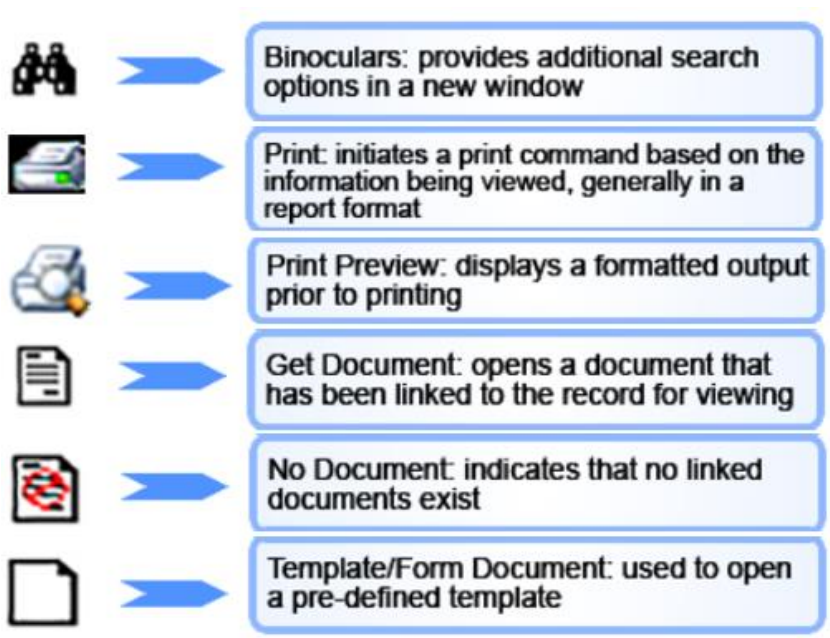
Print: Allows a user to print the current page

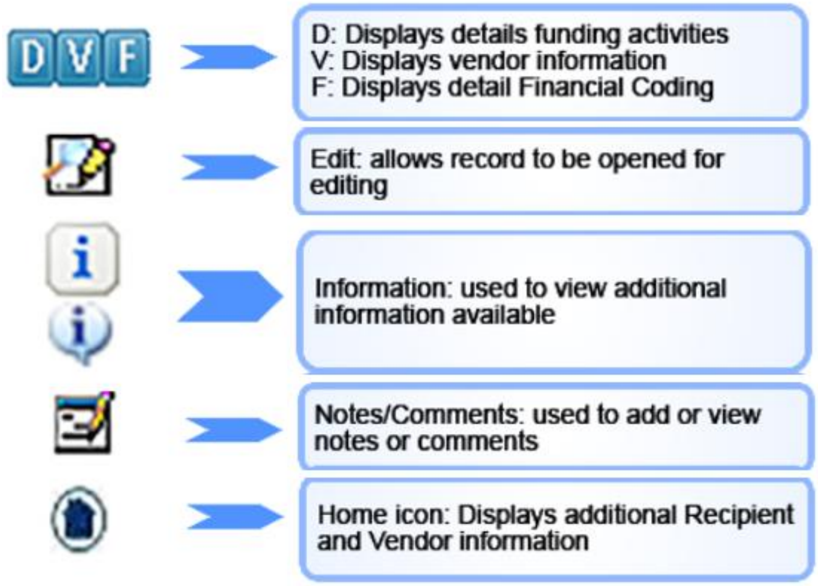
Help: Contains the help files / User manual

FAQ: Contains frequently asked questions and answers about the organization and GCIMS

7.2 COMMON ICONS

While using GCIMS, you will notice different icons you can click on to trigger an action or view additional information on a specific subject. Below is a list of common icons used throughout GCIMS.

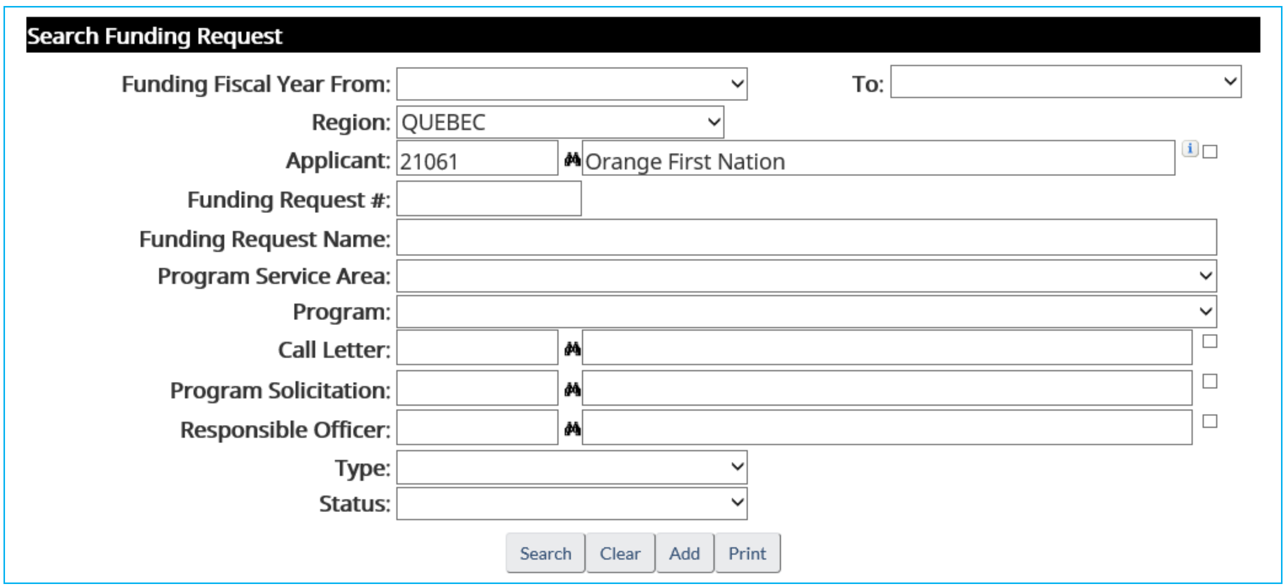



D: Displays details funding activities
V: Displays vendor information
F: Displays detail Financial Coding
Edit: allows record to be opened for editing
Information: used to view additional information available
Notes/Comments: used to add or view notes or comments
Home icon: Displays additional Recipient and Vendor information

7.3 Funding Requests

GCIMS allows you to both submit funding requests and view the status of submitted funding requests. To do so, you have to select the following menu: ***Arrangements Management*** > ***Manage Funding Requests*** > ***Funding Requests***.

The **Search Funding Request** screen will be displayed and GCIMS will automatically populate your region and applicant (or recipient) number and name as default search criteria.

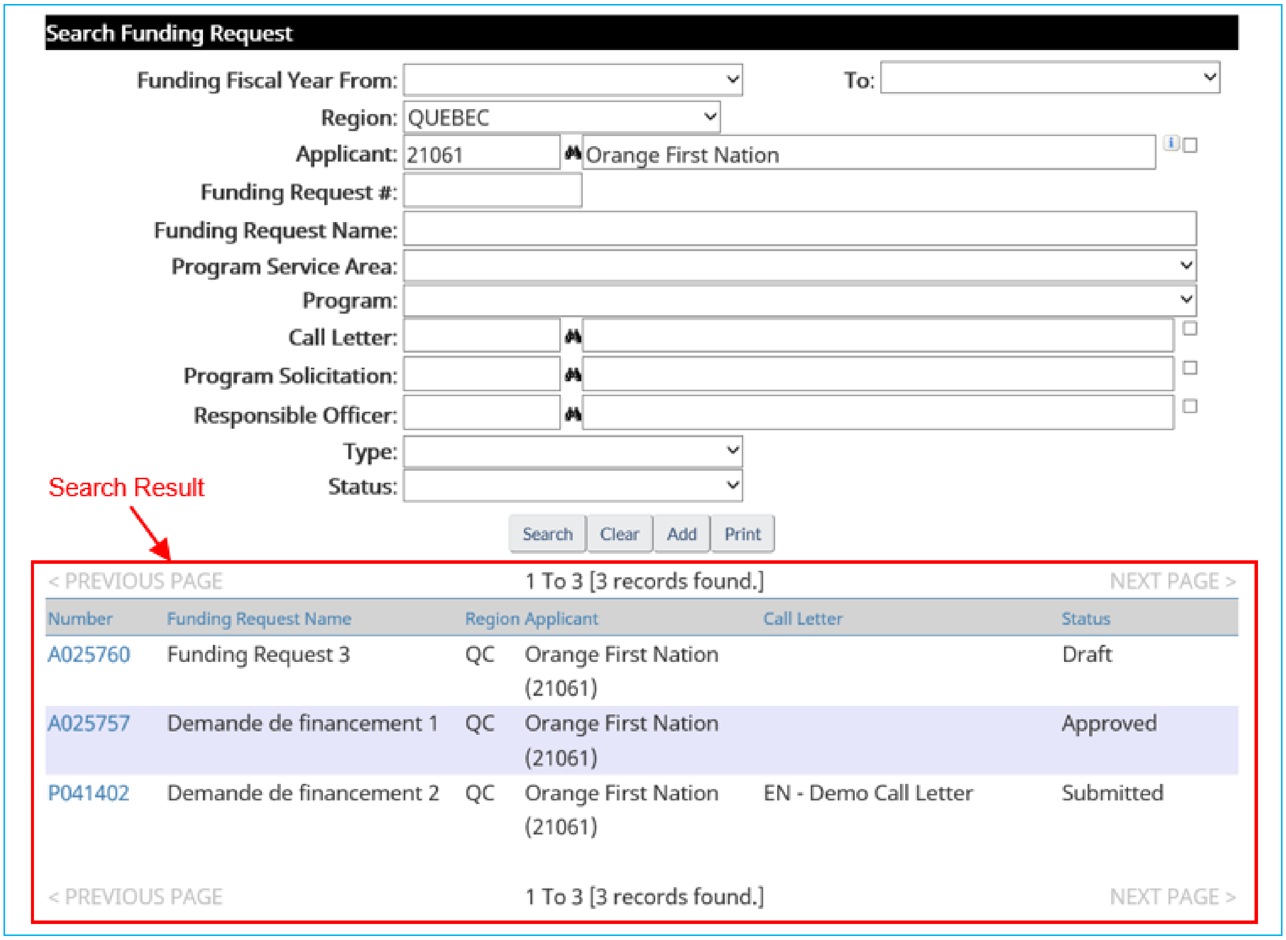


7.3.1 Viewing Funding Requests

From the **Search Funding Request** screen, you can search any of your funding requests at any time. In addition to your region and applicant (or recipient) information, you can narrow down your search results by adding additional search criteria. For example, to view your funding requests for specific fiscal years, you can select the **Funding Fiscal Year From** and **To** fields.

Click the **SEARCH** button to list all your funding requests that meet your search criteria and then choose the one you want to view from the list.

> **Note:**
>
> If the search only returns one funding request it will open directly. If the search result is more than one funding request, they will be displayed in a list as shown below.



Search Funding Request

Funding Fiscal Year From: To:
Region: QUEBEC
Applicant: 21061 Orange First Nation
Funding Request #:
Funding Request Name:
Program Service Area:
Program:
Call Letter:
Program Solicitation:
Responsible Officer:
Type:
Search Result
Status:
Search Clear Add Print

< PREVIOUS PAGE 1 To 3 [3 records found.] NEXT PAGE >

Number	Funding Request Name	Region	Applicant	Call Letter	Status
A025760	Funding Request 3	QC	Orange First Nation (21061)		Draft
A025757	Demande de financement 1	QC	Orange First Nation (21061)		Approved
P041402	Demande de financement 2	QC	Orange First Nation (21061)	EN - Demo Call Letter	Submitted

< PREVIOUS PAGE 1 To 3 [3 records found.] NEXT PAGE >

To view a funding request, click on the funding request Number. The status identifies what stage the funding request has reached in the workflow/approval process. The status settings are as follows:

Draft: The funding request has been created into the system or returned for revision. The funding request can be entered/edited and then submitted. A funding request number is automatically generated and assigned by the system on initial creation.

Submitted: The funding request has been completed and submitted to the Organization to assess the request for eligibility. Since the review has not been started, the funding request can be retrieved for editing or withdrawal.

Withdrawn: The funding request has been withdrawn by the Recipient or the Organization has made the decision to withdraw the funding request for consideration. A withdrawn funding request can be retrieved for editing and then re-submitted.

Under Review: The funding request is under review by the Organization. It has been retrieved for assessment by an Organization's representative (responsible officer).

Recommend or Not Recommended: The funding request has been assessed by the Organization based on funding need and a recommendation to fund or not fund is put forth for final approval decision.

Approved or Not Approved: A funding request recommendation for funding has been put forth and a decision to fund or not fund has been rendered by the Organization.

From the **Funding Request** screen, you can view the following information:

- General Information
- Requested funding information
- Uploaded document(s) related to the funding request
- Status and Approvals information related to the funding request

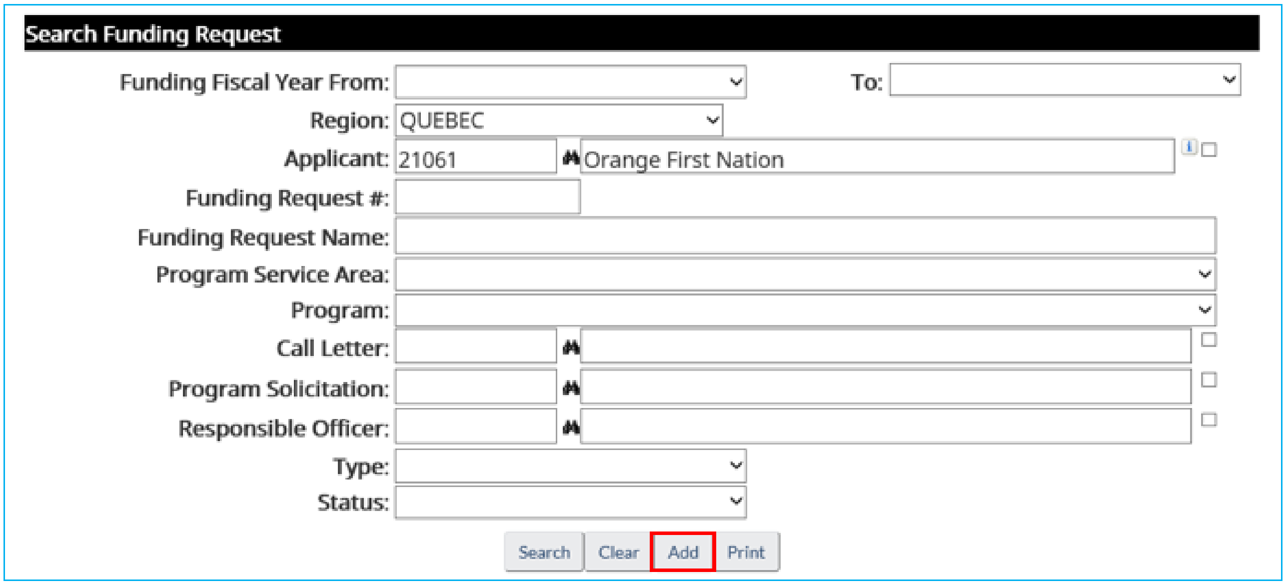
Note:

Depending on the status of the funding request and your role, you may be able to perform the following actions on the funding request:

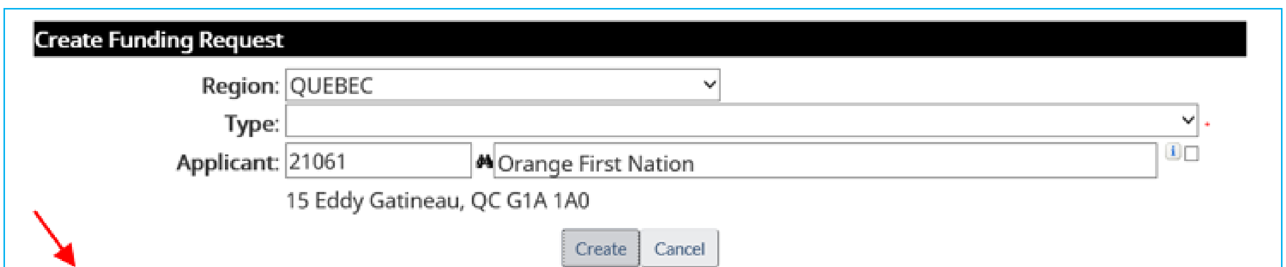
Submit:	Submit the funding request to the Organization for analysis and decision.
Withdraw:	Withdraw the funding request for further consideration.
Retrieve:	Retrieve a withdrawn funding request for editing and re-submission.

7.3.2 SUBMITTING FUNDING REQUESTS

To submit a funding request, click the **ADD** button.



The **Create Funding Request** screen automatically displays your region and applicant (or recipient) number, name and address. If there are existing funding requests associated with the applicant, they will be displayed in a list at the bottom of the window.



Number	Funding Request Name	Region	Call Letter	Responsible Officer	Status
A025760	Funding Request 3	QC		QC, Student 1	Draft
A025757	Demande de financement 1	QC		QC, Student 1	Approved
P041402	Demande de financement 2	QC	EN - Demo Call Letter	QC, Student 1	Submitted

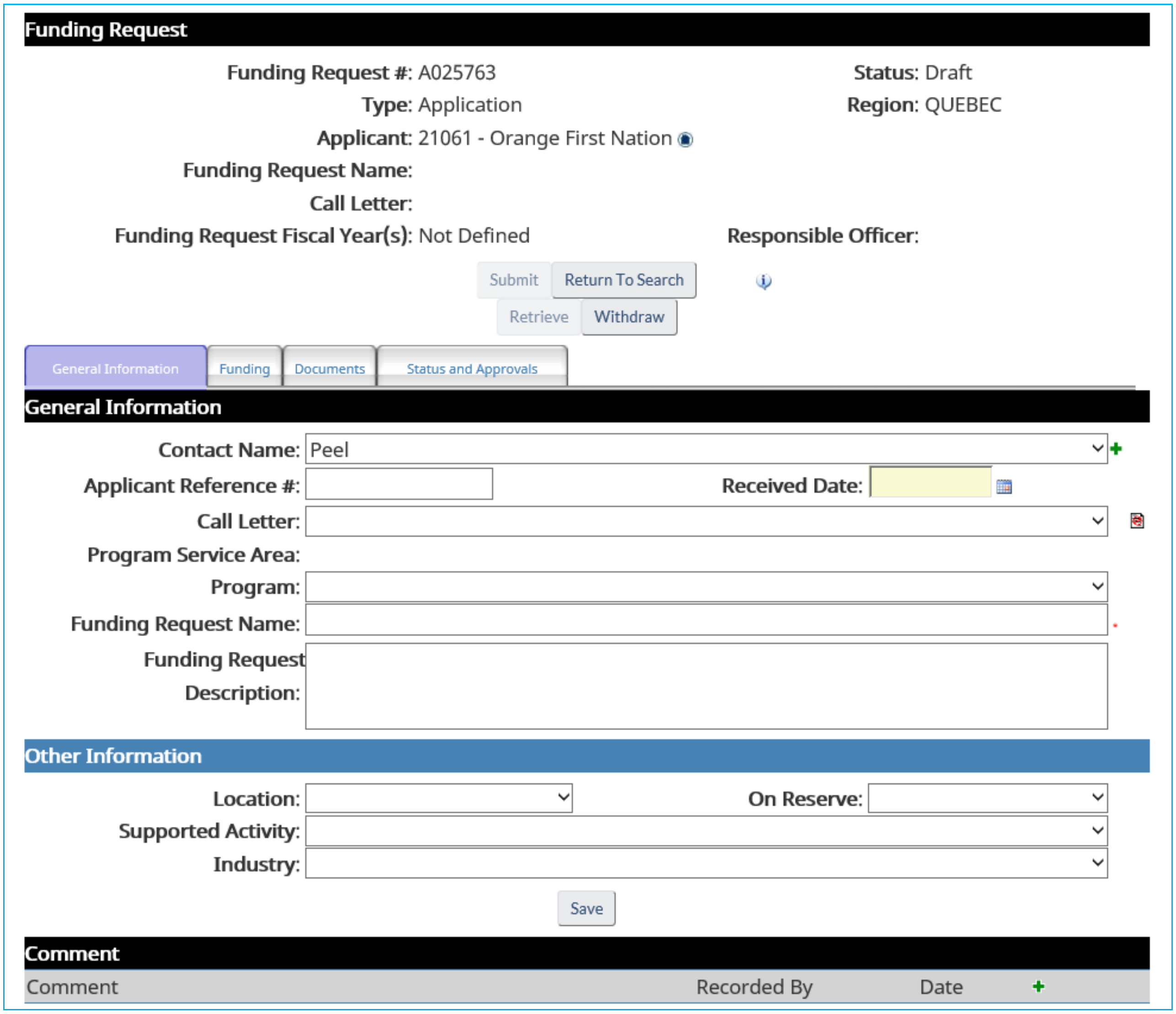
Select the **Type** of funding request you want to create:

. Application:	To be selected if determined to be the Program submission type.
. Proposal (Solicited):	To be selected if the funding request is being submitted in response to a Call Letter.
. Proposal (Unsolicited):	Funding request is being submitted to request funding when not applicable to a Call Letter or Application

Note:

After selecting the funding request type, the list at the bottom of the window will be refreshed to display all existing funding requests of the same type.

Click the **CREATE** button which will display the following screen.



In order to submit your funding request you need to provide the information below.

1. On the **General Information** tab: Enter the funding request information. At a minimum you must select a program or call letter (depending of the type of funding request), and a funding request name and description.
2. On the **Funding** tab: Enter the project start and end dates, including the requested funding amount for each fiscal year of the project.
3. On the **Documents** tab: Upload the funding request document.

Note:

GCIMS contains built-in business rules to ensure that your submitted funding request contains all information required for eligibility analysis and decision by the Organization.

General Information Tab

<u>General Information Section</u>

Contact Name: An Applicant contact name will be displayed if one exists in the system. If more than one contact exists, click on the down arrow to view the other choices. If no contacts information is displayed, or if you need to add a new one, click the green plus icon ✚ to add one.

Applicant reference #: To indicate your own file reference number.

Received Date: Date the request has been received.

Call Letter: To select the Call Letter (if applicable) related to the funding request.

Program: If the type of funding is solicited, the Program field will be populated with the program associated to the call letter. If the type of funding is unsolicited you will need to select a program from the list in the dropdown box**.** The selected program will derive the Program Service Area.

Funding Request Name: Title of the project/initiative.

Funding Request Description: The description field allows for the entry of a brief summary of the Funding Request. It is a mandatory field prior to submitting a Funding Request.

OTHER INFORMATION Section

Location: Selectable values are Remote, Local, or Urban. Optional.

On Reserve: Selectable values are Yes, No, Both, Unknown. Optional.

Supported Activity: Select one item from the list. Optional.

Industry: Select one item from the list. Optional.

COMMENT SECTION

Adding Comments

To add a comment click the green plus icon ✚ in the **Comment** section.

Comment			
Comment	Recorded By	Date	✚

Enter the comment in the **Comment** box and then click the green check icon ✔ to save the comment. The ↺ icon allows you to cancel the comment you are adding.

Comment		
Comment	Recorded By	Date
	Recipient, User01	2021/10/12

The added comment will then be displayed under this section.

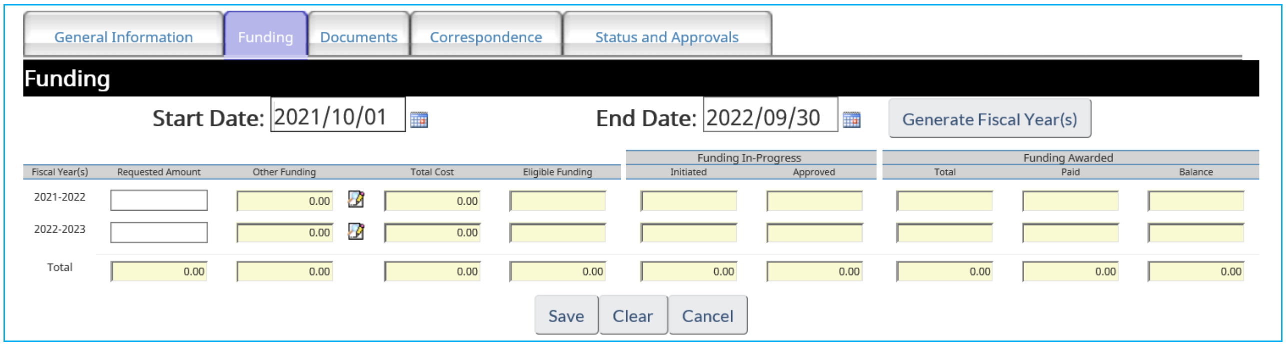
Comment			
Comment	Recorded By	Date	✚
Comment for funding request	Recipient, User01	2021/10/12	

Note:

You can add any number of comments. Once added to the funding request, a comment can then be edited or removed by using the corresponding icons

Funding Tab

This tab is to allow you to enter the requested amount(s) of your Funding Request. Enter the **Start Date** and **End Date** of your Funding Request and click the **SAVE** button to save these dates. Then, click the **GENERATE FISCAL YEAR(S)** button. The system will create a table where you have to enter the requested amount for each fiscal year related to your Funding Request.

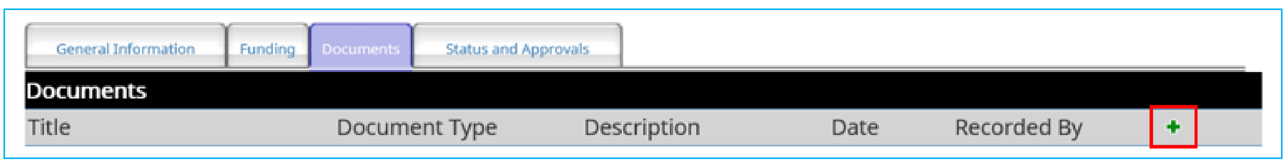


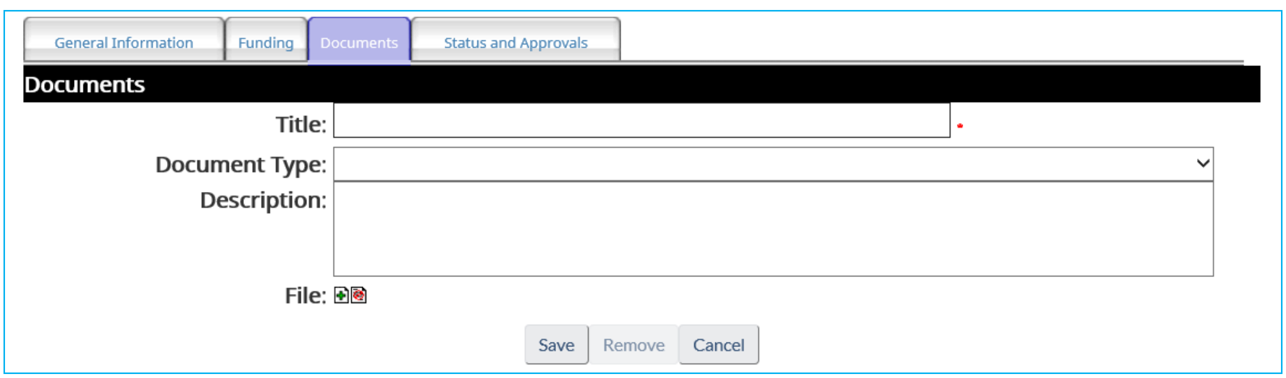
Enter the requested amount for each fiscal year of your funding request and then click the **SAVE** button.

Documents Tab

Uploading the Funding Request Document

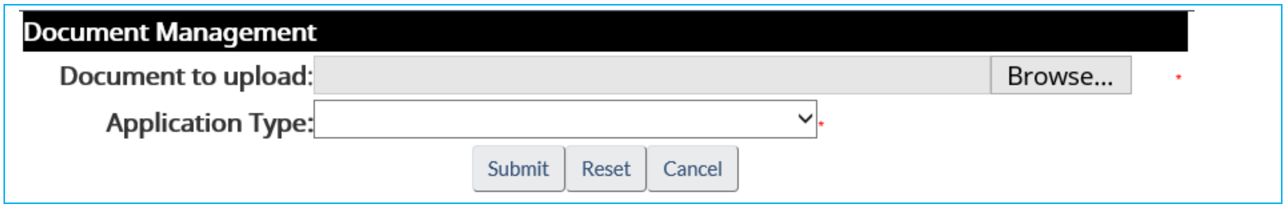
Click the **Documents** tab and then the green plus icon to upload the document(s).



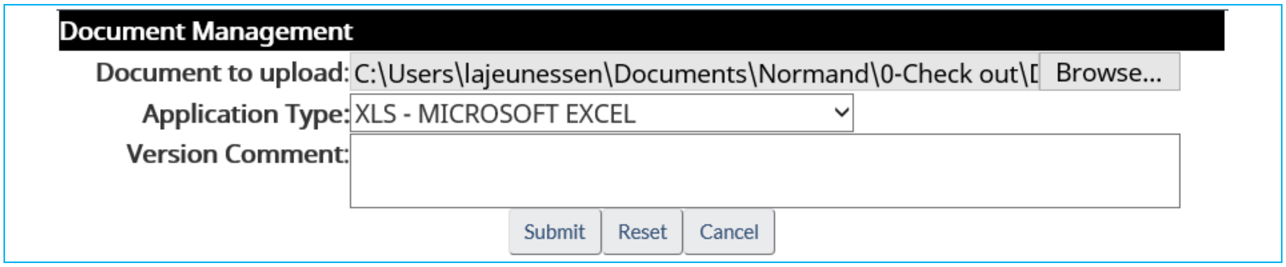


Enter the title of the funding request document and choose the document type from the type list. You may enter a description for your document although this is not required.

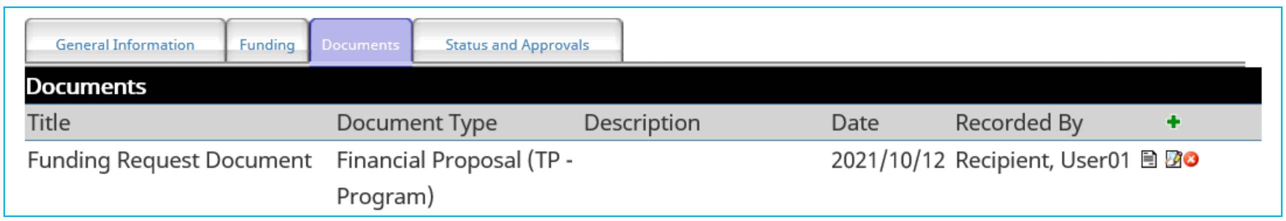
Click on the add document icon to get the document to upload.



Click on the **BROWSE** button to go choose the document to upload.



Once you have chosen the file, you may enter a comment about the version of the document. Then, click the **SUBMIT** button. The file is now uploaded to the system.



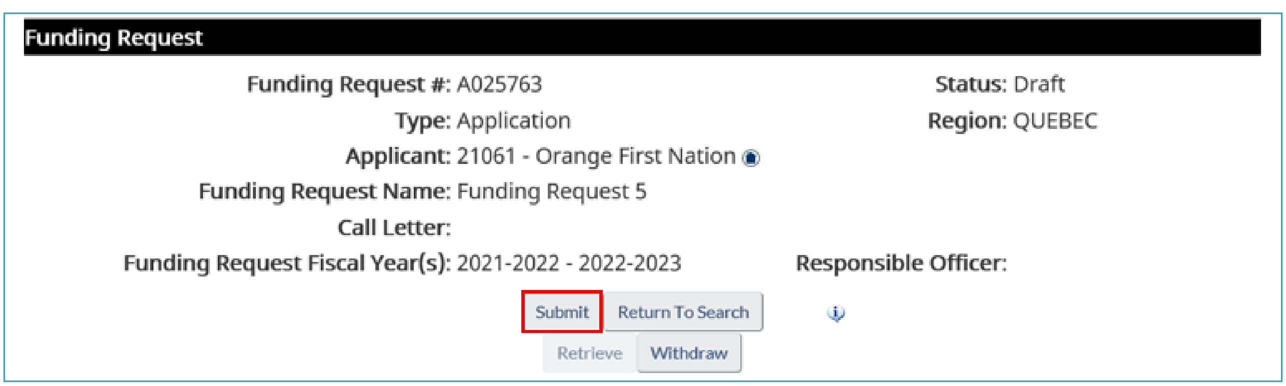
Note:

If you have more than one document as part of the funding request, you can repeat the process by clicking on the add document icon and repeat the same process. If you wish to edit or remove a funding request document you uploaded, you can click on the edit and removal icons .

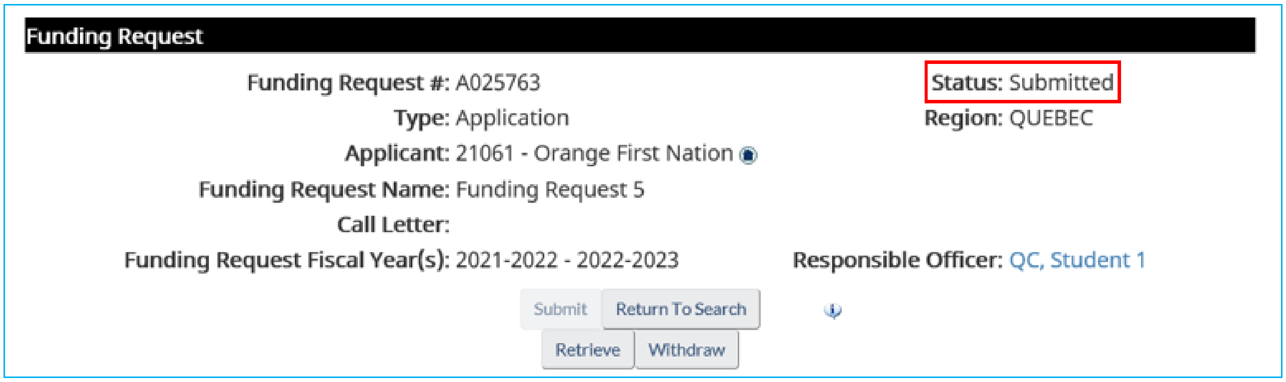
Editing allows you to make changes to the funding request document and then re-submit it.

Submission of the Funding Request

Once the funding request document(s) has(have) been uploaded and the required fields on the **General Information** and **Funding** tabs have been entered, the **SUBMIT** button is enabled. Click this **SUBMIT** button to submit the funding request to the Organization.

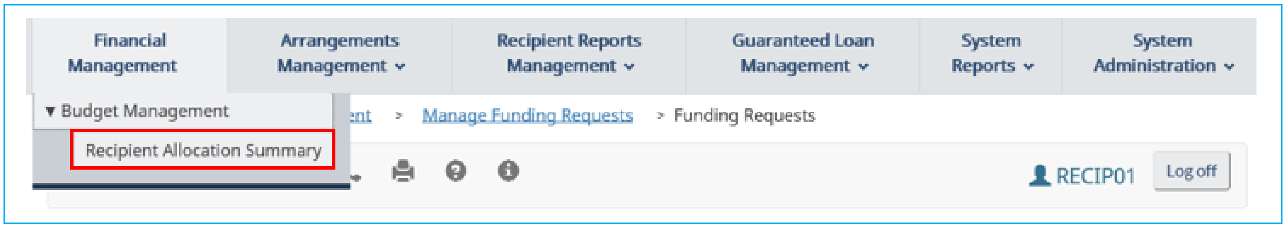


The Funding Request status will be changed to ‘Submitted’.

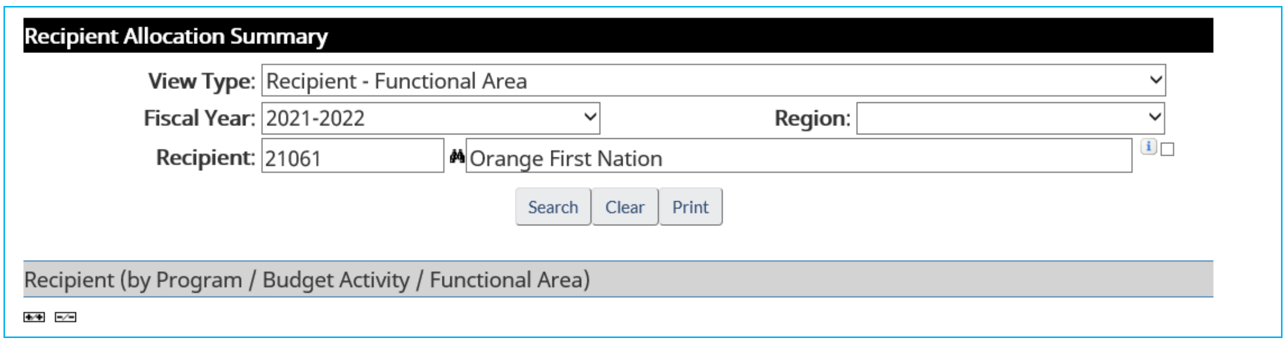


7.4 Funding Allocation Summary

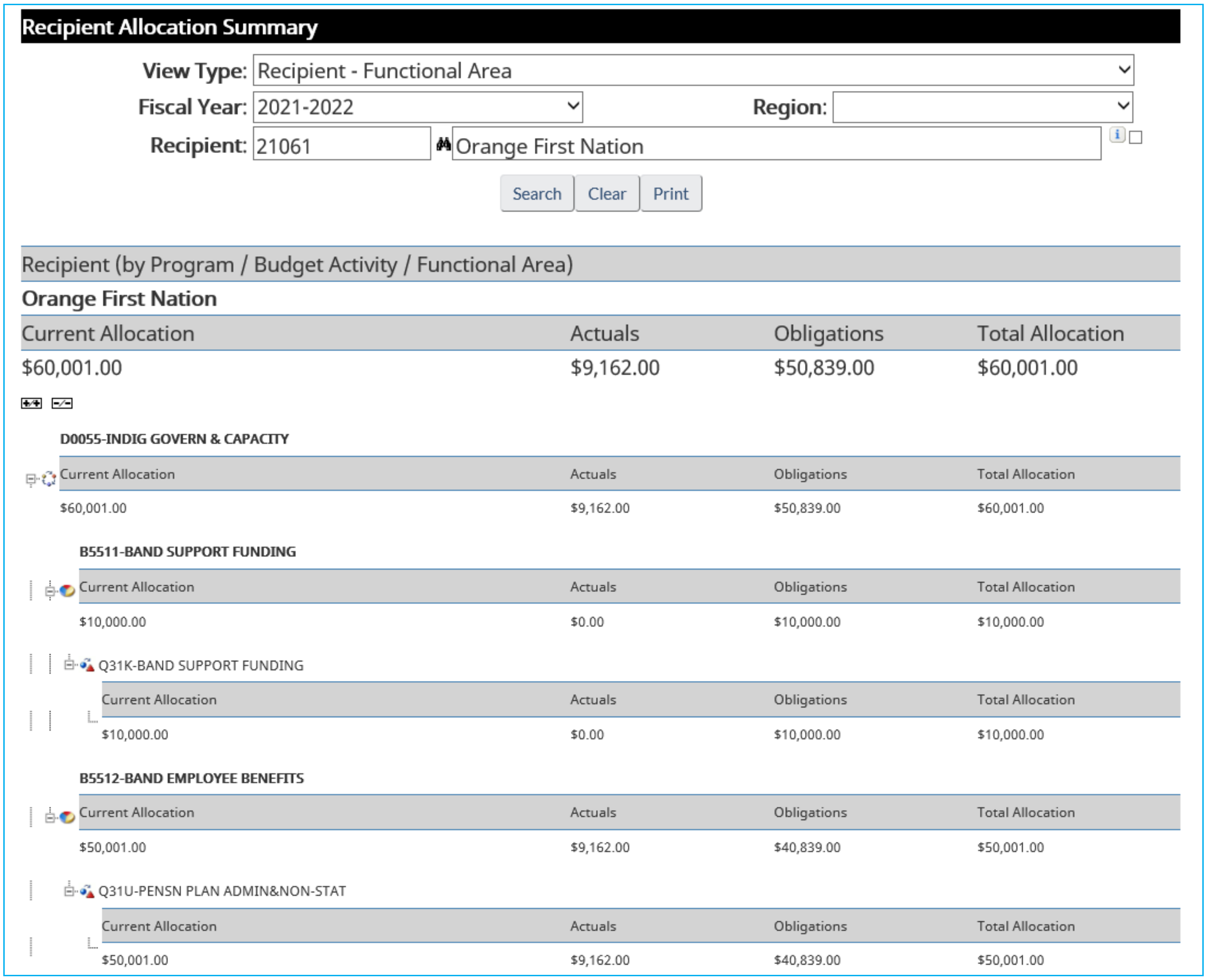
GCIMS allows you to view your funding allocation summary. To view this information, click the following menu: ***Financial Management > Budget Management > Recipient Allocation Summary***.



The **Recipient Allocation Summary** search screen will be displayed with the default following information: current fiscal year, recipient number and name. The default view for the allocation summary is by Recipient-Functional Area.



You may change the search criteria or just click the **Search** button in order to see your recipient allocation summary.



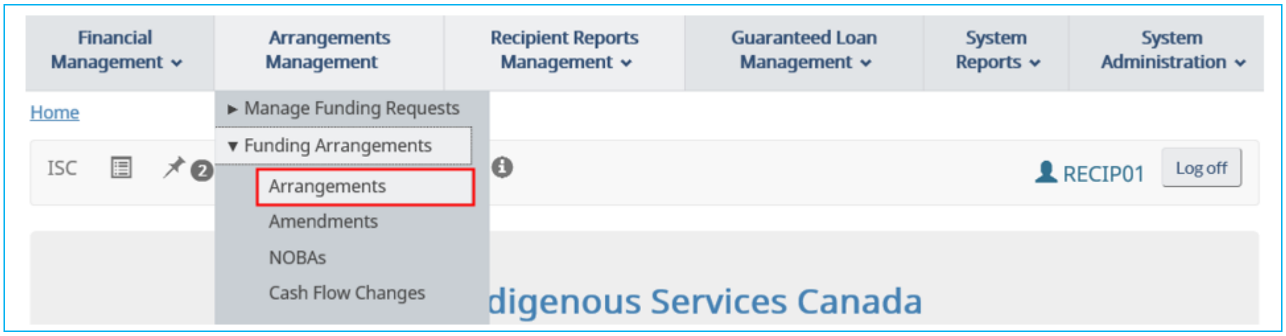
The plus (+), minus (-), double plus (++) and double minus (- -) icons allow you the expand and collapse the allocation summary information.

Note:

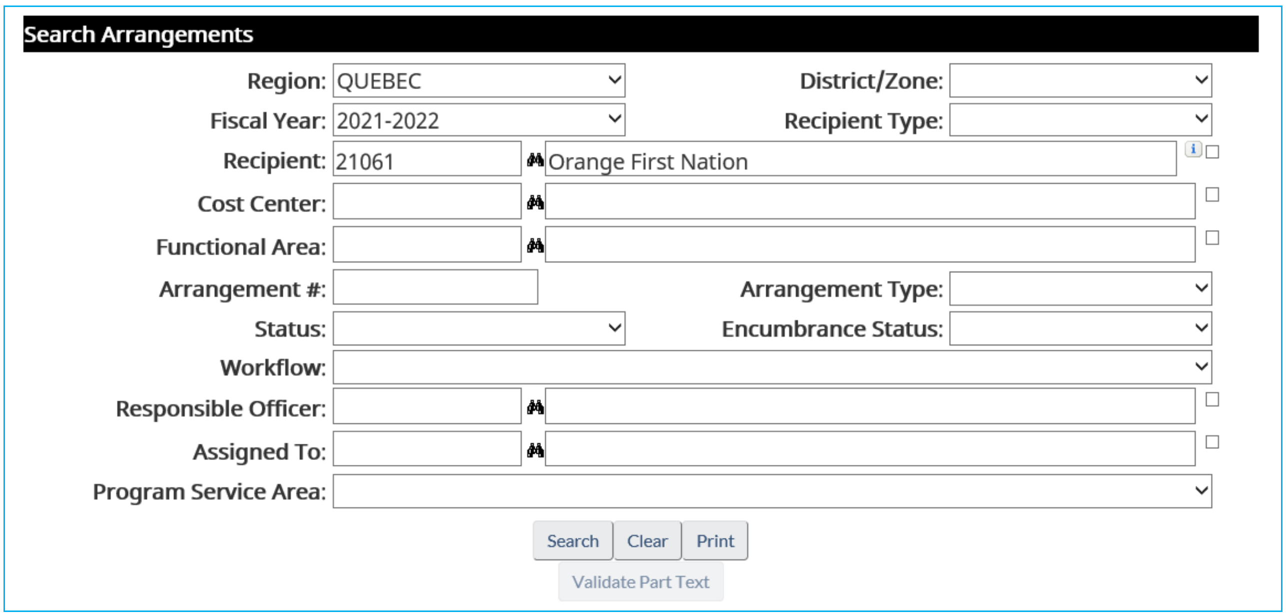
The only recipient allocations that you are able to see are the ones that are part of your active funding arrangements and arrangement adjustments. **You only have access to the data of your Organization**.

7.5 Funding Arrangements

To view your funding arrangements information, click the following menu: ***Arrangements Management > Funding Arrangements > Arrangements***.



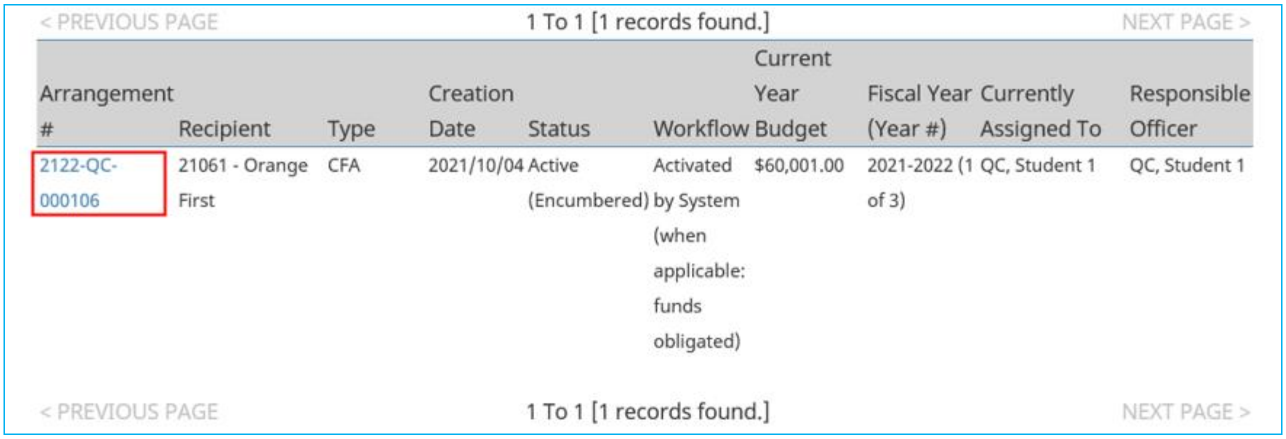
The **Search Arrangements** screen will be displayed.



The Region search field defaults to your region. The Fiscal Year field defaults to the current fiscal year. The Recipient search field defaults to your recipient number and name. You may enter additional search criteria in any of the other search fields or just click the **Search** button in order to see the list of all of your arrangements meeting the search criteria. Some other search fields are:

Arrangement #: Enter a specific arrangement number to return a unique arrangement.
Arrangement Type: Allow to restrict the results to only arrangements matching a specific type e.g. CFA, FA-Other, Plain Project, etc.
Status: Allow to restrict the results to only arrangement matching a specific status.

Depending on the number of funding arrangements and the search criteria entered, a list of your arrangements meeting the search criteria will be displayed.



< PREVIOUS PAGE 1 To 1 [1 records found.] NEXT PAGE >

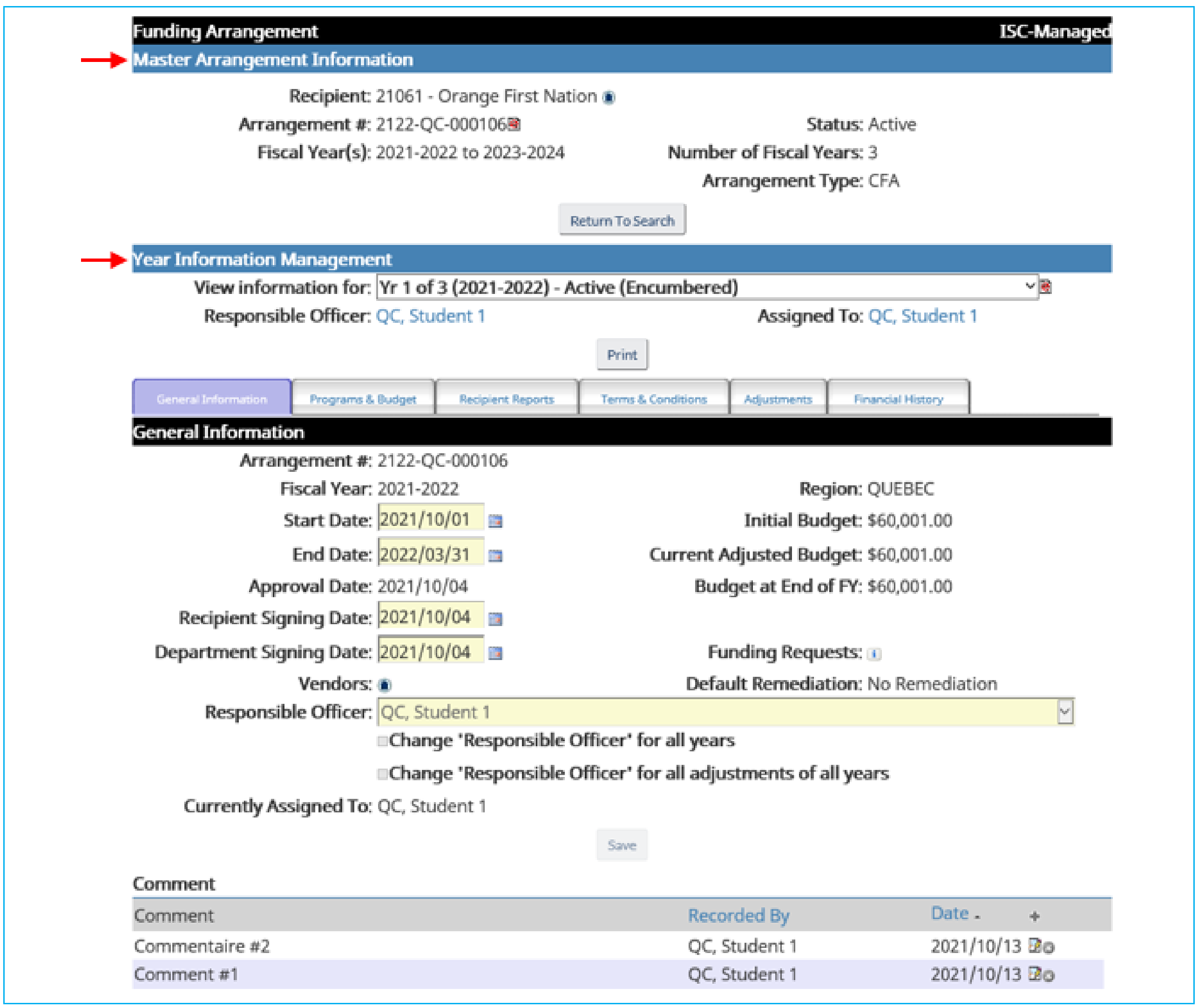
Arrangement #	Recipient	Type	Creation Date	Status	Workflow	Current Year Budget	Fiscal Year (Year #)	Currently Assigned To	Responsible Officer
2122-QC-000106	21061 - Orange First	CFA	2021/10/04	Active (Encumbered)	Activated by System (when applicable: funds obligated)	$60,001.00	2021-2022 (1 of 3)	QC, Student 1	QC, Student 1

< PREVIOUS PAGE 1 To 1 [1 records found.] NEXT PAGE >

To view a specific funding arrangement, click on the Arrangement #. The funding arrangement main screen will be displayed.

Note:

If only one funding arrangement is found, it will automatically open.



There are 2 main sections when viewing your funding arrangement:

Master Arrangement Information Section
This section allows to view specific identification information for the arrangement, such as recipient number and name, arrangement #, start and end fiscal year(s), number of fiscal years and arrangement type. This section also allows to …

… view your recipient information by clicking the icon beside the Recipient Name;
… view your signed funding arrangement document by clicking the document icon beside the Arrangement #.

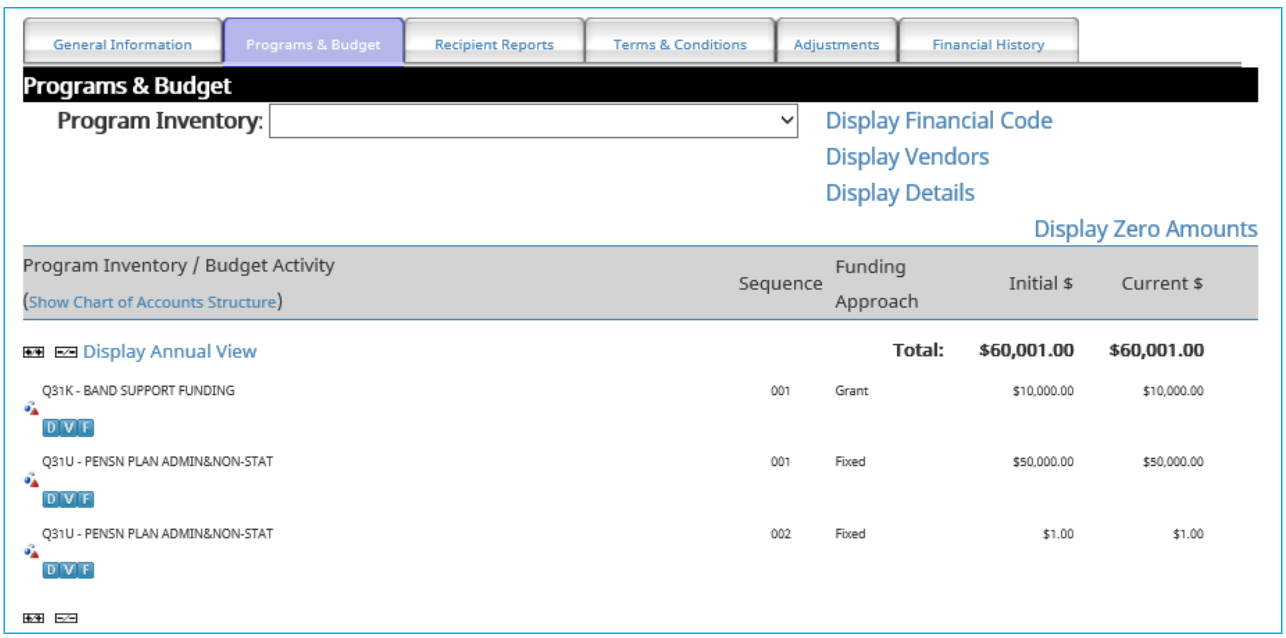
Year Information Management Section
This section allows to view the information for a specific fiscal year of the arrangement. The **View Information for** field allows you to select the fiscal year you want to view the information for.

7.5.1 VIEWING GENERAL INFORMATION – THE GENERAL INFORMATION TAB

The **General Information** tab displays key dates and total funding information (initial, adjusted) for the selected fiscal year.

7.5.2 VIEWING FUNDING DETAILS – THE PROGRAMS & BUDGET TAB

Click the **Programs & Budget** tab to view the details of your funding for the selected fiscal year. This tab displays all funding listed by activity.



The D blue icon allows to view the details for a specific activity:

Q31U - PENSN PLAN ADMIN&NON-STAT 001 Fixed $50,000.00 $50,000.00

D V F

Period	Initial $	Adjustment $	Current $	Halt / Release / PAYE $	Expenditure $	Balance $ (Excl. Halts)
01 - April	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
02 - May	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
03 - June	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
04 - July	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
05 - August	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
06 - September	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
⊞ 07 - October	$29,162.00	-$20,000.00	$9,162.00	$0.00	$9,162.00	$0.00
08 - November	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
09 - December	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
10 - January	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
11 - February	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
12 - March	$4,174.00	$0.00	$4,174.00	$0.00	$0.00	$4,174.00
⊞ Pool	$0.00	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00
Holdback	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$50,000.00**	**$0.00**	**$50,000.00**	**$0.00**	**$9,162.00**	**$40,838.00**

A plus sign (+) icon next to a period/month indicates that some financial activities have occurred for that period/month such as a payment or adjustment. Click on this icon to view the details of that period/month.

Q31U - PENSN PLAN ADMIN&NON-STAT 001 Fixed $50,000.00 $50,000.00

D V F

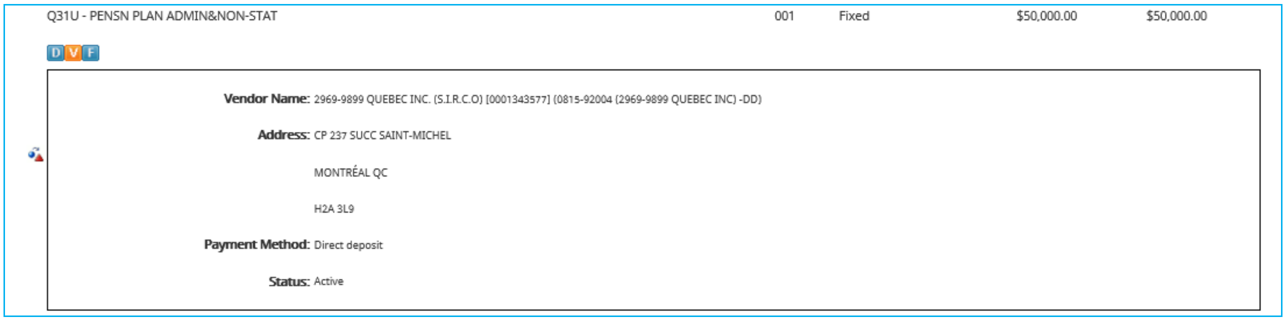
Period	Initial $	Adjustment $	Current $	Halt / Release / PAYE $	Expenditure $	Balance $ (Excl. Halts)
01 - April	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
02 - May	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
03 - June	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
04 - July	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
05 - August	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
06 - September	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
⊟ 07 - October	$29,162.00	-$20,000.00	$9,162.00	$0.00	$9,162.00	$0.00

Date	Type	Adjustment $	Halt / Release / PAYE $	Expenditure $	Ref #	Details
2021/10/04	Cash Flow Change Activity	-$20,000.00			0001	
2021/10/04	Payment			$9,162.00		

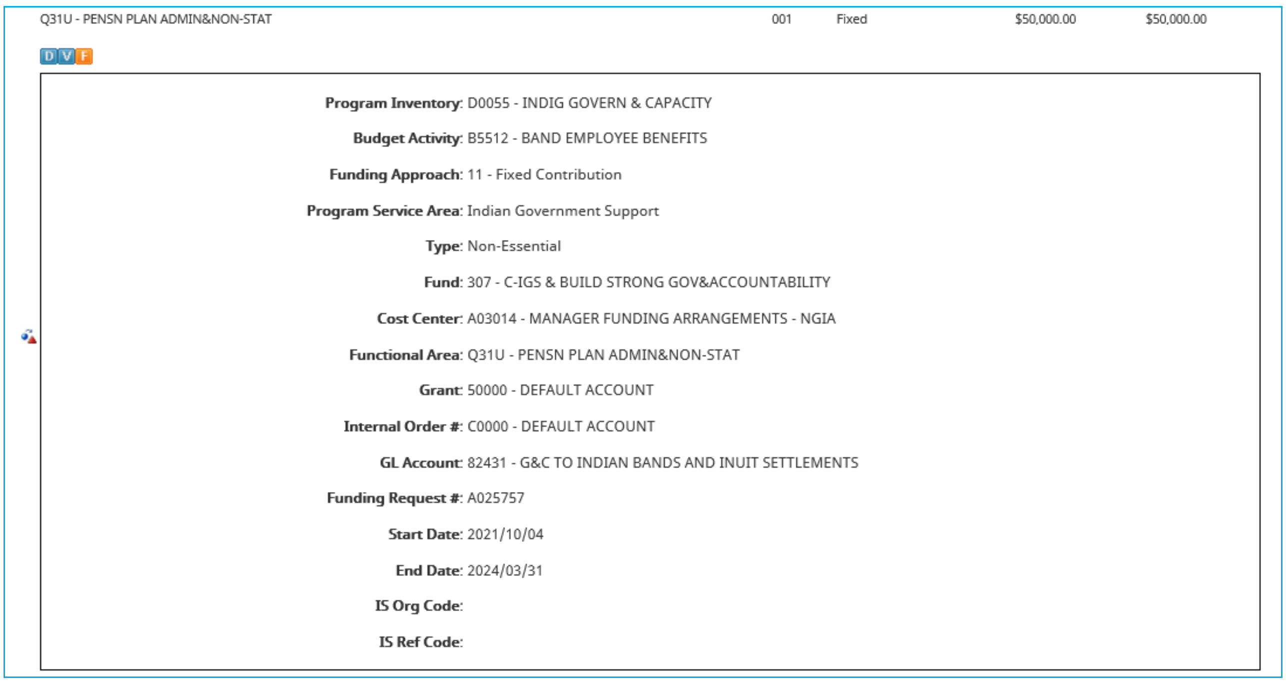
Period	Initial $	Adjustment $	Current $	Halt / Release / PAYE $	Expenditure $	Balance $ (Excl. Halts)
08 - November	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
09 - December	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
10 - January	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
11 - February	$4,166.00	$0.00	$4,166.00	$0.00	$0.00	$4,166.00
12 - March	$4,174.00	$0.00	$4,174.00	$0.00	$0.00	$4,174.00
⊞ Pool	$0.00	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00
Holdback	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total	**$50,000.00**	**$0.00**	**$50,000.00**	**$0.00**	**$9,162.00**	**$40,838.00**

In the example above, the October details are displayed. You can see that a Cash Flow Change was applied on October 4, 2021. This cash flow change moved funding from October (-$20,000) to Pool period ($20,000).

The V blue icon allows to view the vendor/payee (who will receive the payment) for a specific activity:

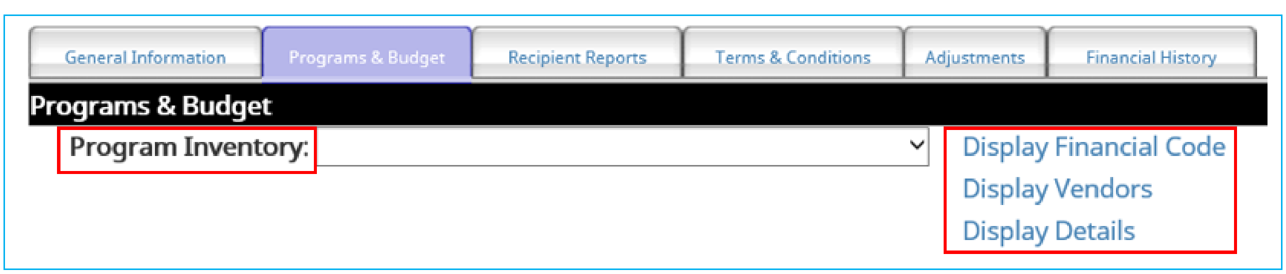


The F blue icon allows to view the financial code of a specific activity:



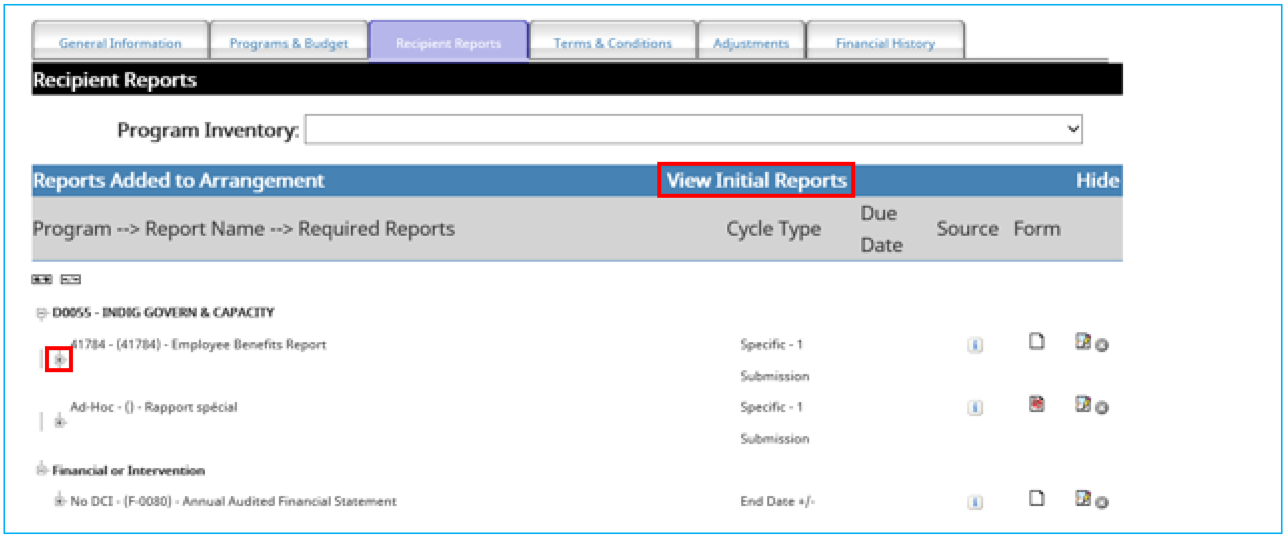
To view the financial code, vendor and details for all activities, you can click the following links on the screen: Display Financial Code, Display Vendors and Display Details.

You can also filter the Program and associated activities that are displayed on the screen by selecting a specific program from the Program Inventory list.



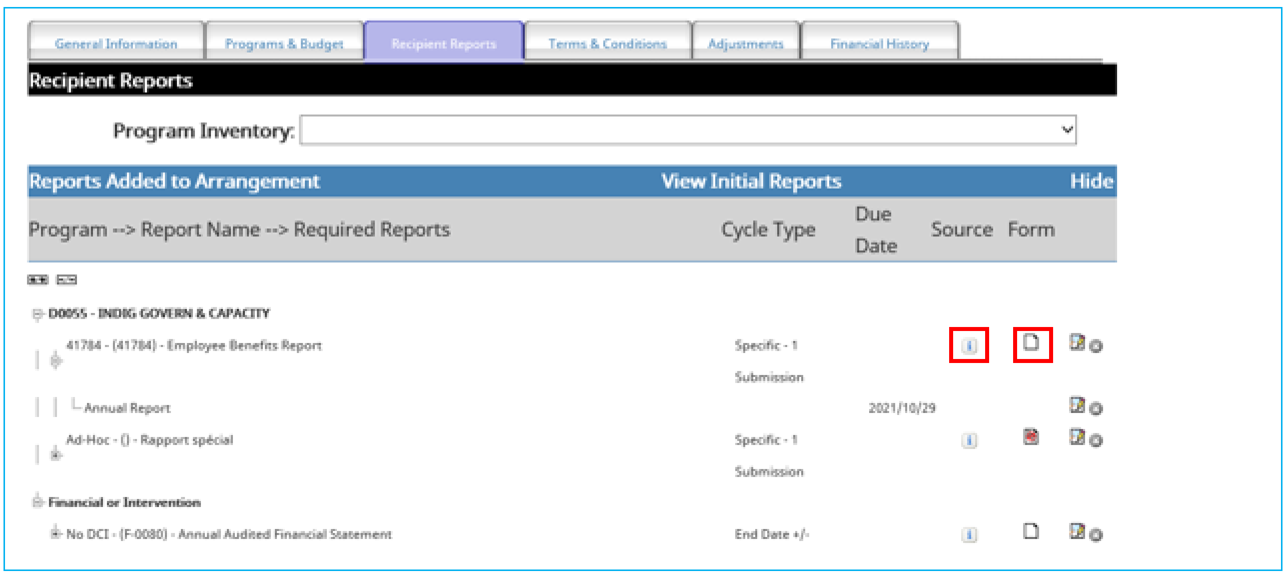
7.5.3 VIEWING REPORTING REQUIREMENTS – THE RECIPIENT REPORTS TAB

The **Recipient Reports** tab presents the reporting requirements for the selected fiscal year. These reporting requirements also include any adjustment to your reporting requirements that have occurred during the fiscal year.



Click on the plus sign (+) to expand the details (submissions and due dates) for each report. The minus sign (-) allows to collapse the expanded details.

The 'View Initial Reports' link allows to view the reports that were initially required when the funding arrangement/fiscal year went active.



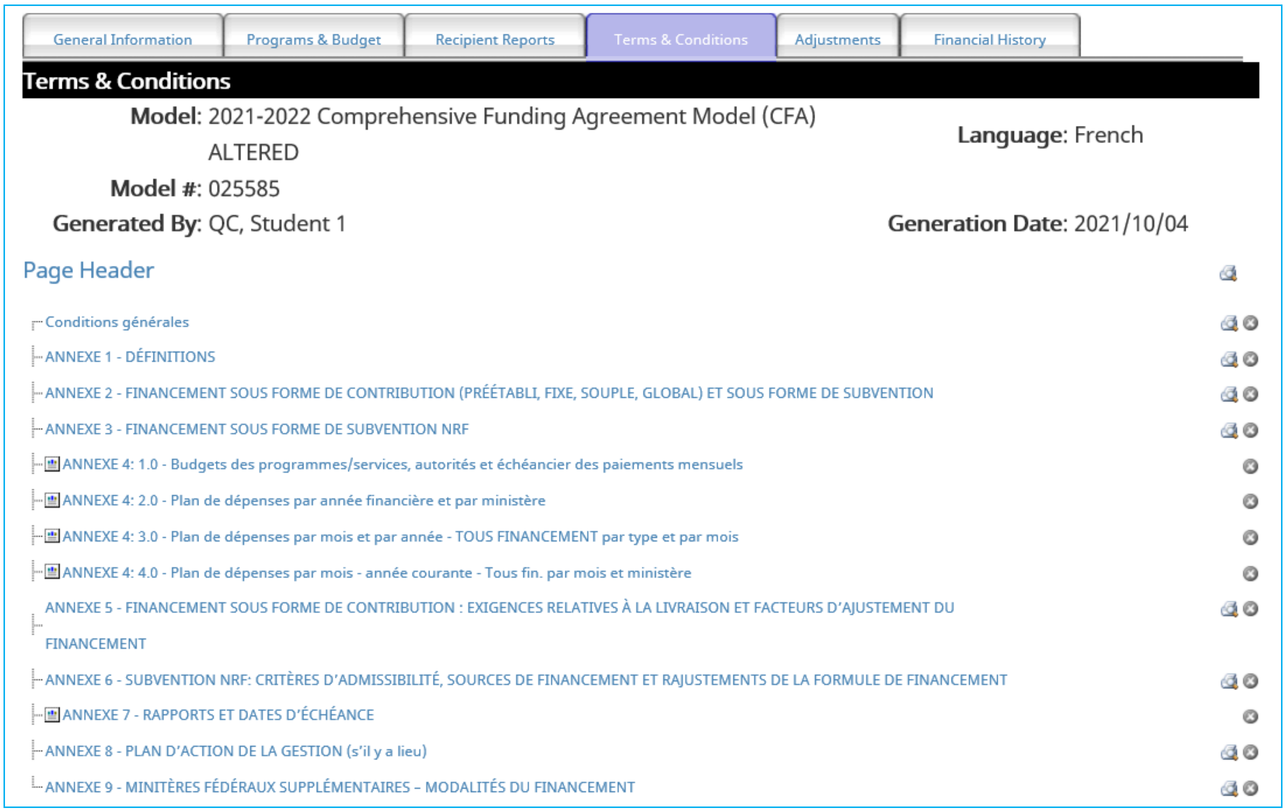
For each report:

- The information icon displays a window with additional information on the reporting requirement.
- The document icon allows downloading and viewing the template (form) of the report which, in some cases, is a writable PDF file. When the document icon has a red slash through it, the electronic form for the report is not available for download.

Note:
This screen shows the reporting requirements for the arrangement. See section 7.7.3 (Submitting a Report) to learn how to submit reports.

7.5.4 VIEWING TERMS & CONDITIONS DETAILS – THE TERMS & CONDITIONS TAB

The **Terms & Conditions** tab displays the parts that make up the funding arrangement document, which was signed by all involved parties. This tab was used by the Organization's users to prepare the funding arrangement.

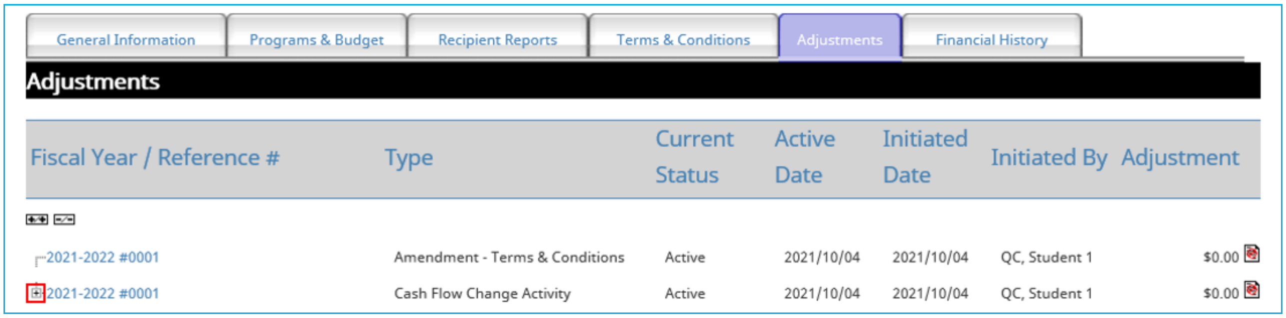


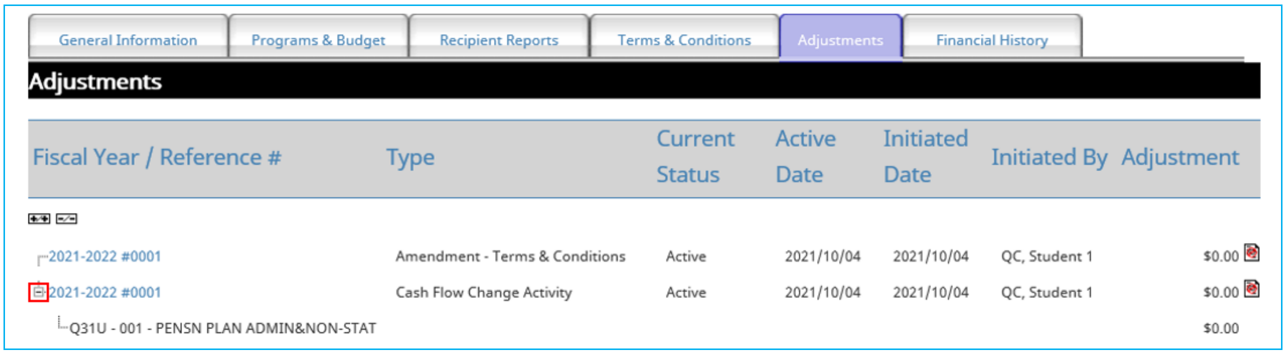
Note:

As previously mentioned, to view your signed funding arrangement document, click the document icon next to the Arrangement # in the **Master Arrangement Information** section.

7.5.5 VIEWING ARRANGEMENT ADJUSTMENTS – THE ADJUSTMENTS TAB

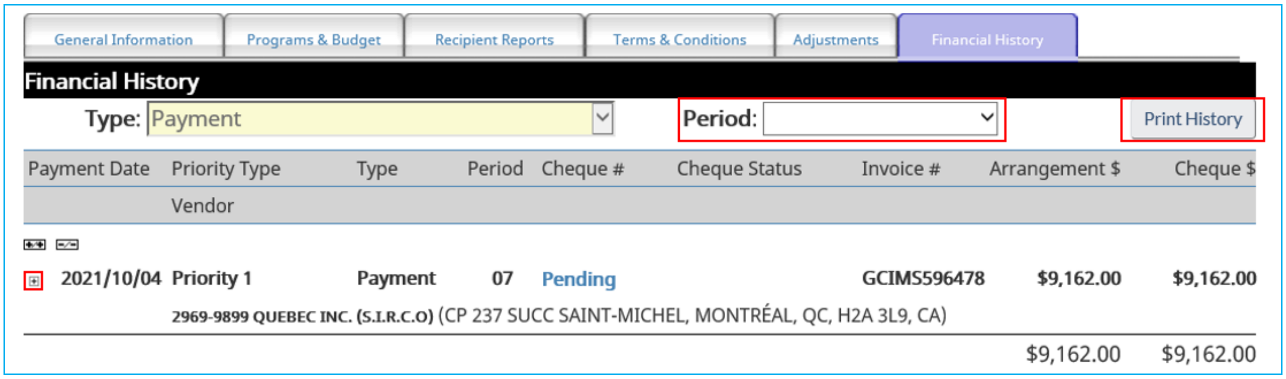
The **Adjustments** tab displays the list of all 'active' adjustments that have been made for the selected fiscal year of your funding arrangement. Click on the plus sign (+) to expand the details for a specific adjustment or the icon at the top for all adjustments. Then, the minus sign (-) allows to collapse the expanded details.

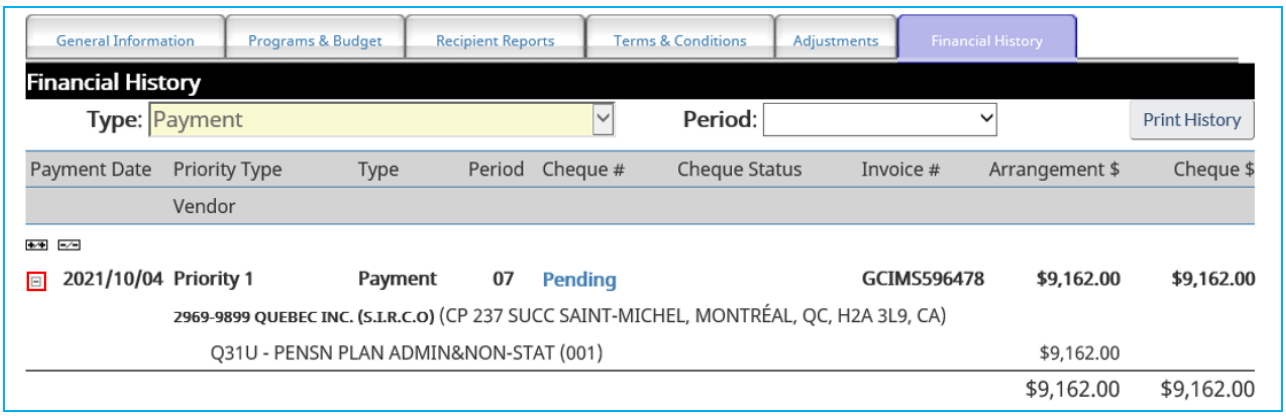




7.5.6 Viewing Payment Details – The Financial History Tab

The **Financial History** tab displays the list of all payments that have been made for the selected fiscal year of your funding arrangement. To view the paid activities for a specific payment, you can click the plus sign icon (+) beside the Payment Date. You can click the icon at the top to see all paid activities for all payments. Then, the minus sign (-) allows to collapse the expanded details.





By default, the screen displays the payments from all periods (months). You can use the Period list (beside the **Print History** button) to restrict the view to a specific period.

Click the Cheque # link to view the payment details. If the payment has been issued this will be the payment/cheque number, otherwise it will be listed as Pending.

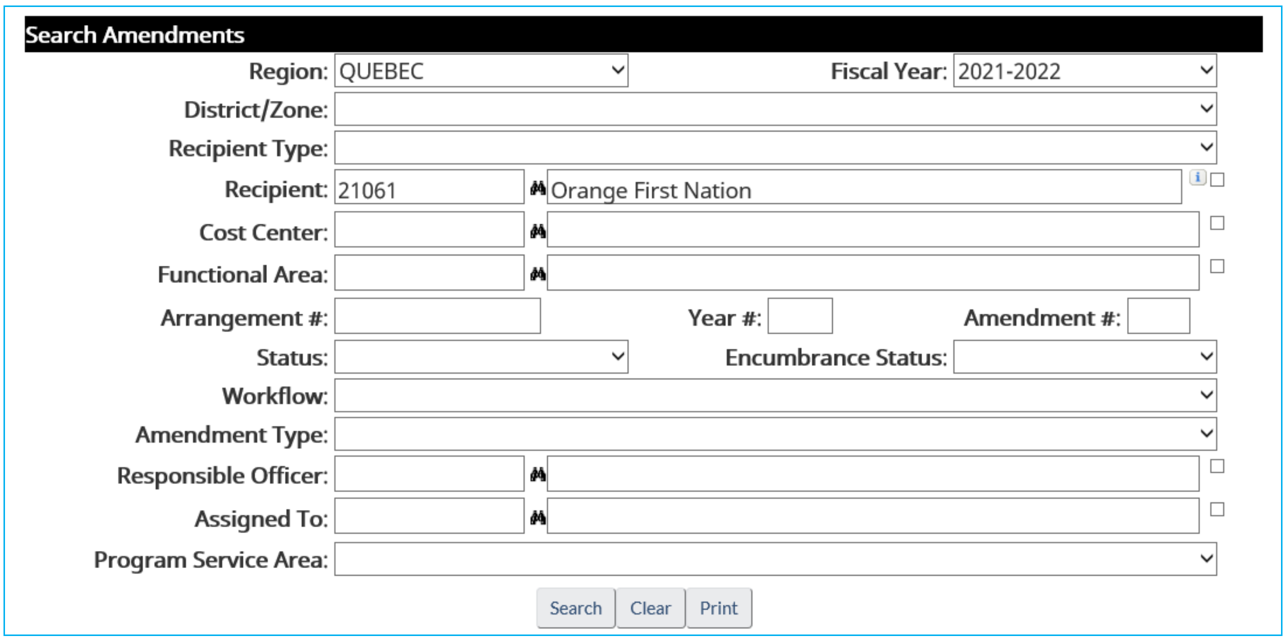
The **Print History** button allows to print the complete payment details for the selected fiscal year of your funding arrangement.

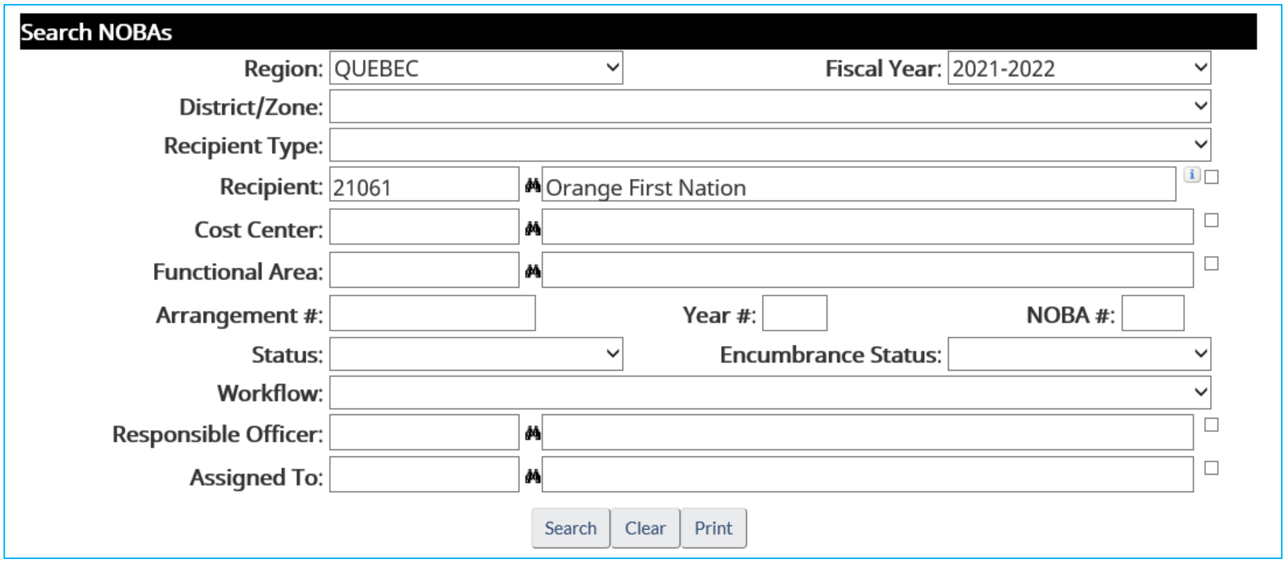
7.6 Arrangement Adjustments Details

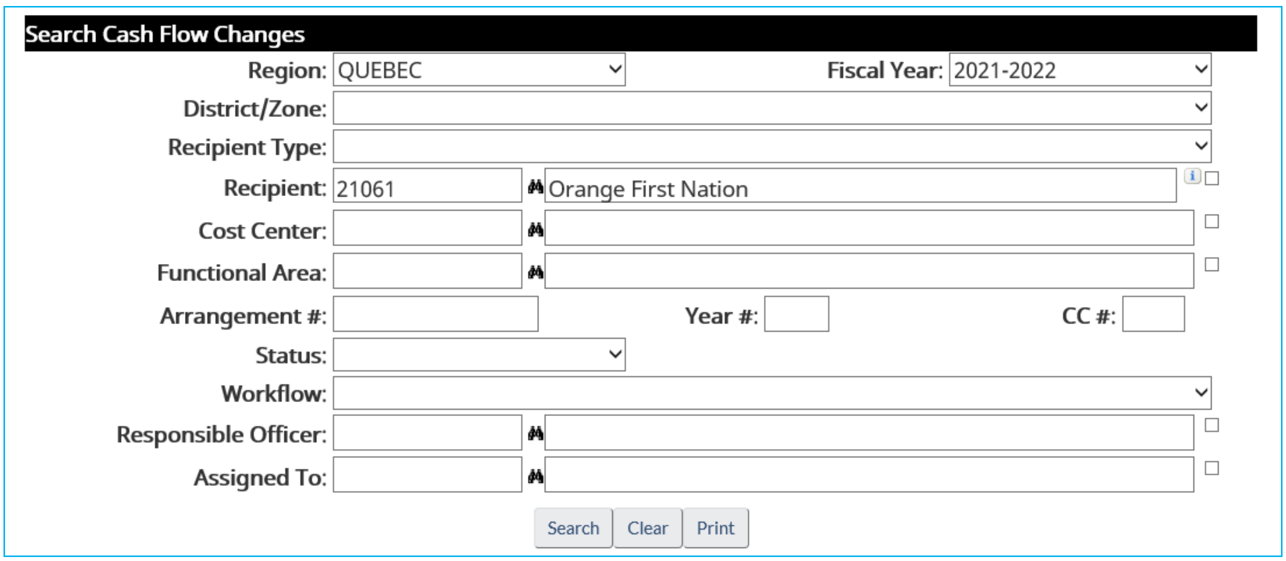
GCIMS allows you to view the details of the 'active' adjustments that have been done to your funding arrangements. The three (3) different methods used to adjust an arrangement are **Amendments**, **Notices of budget adjustments (NOBAs)** and **Cash Flow Changes**.

To view those adjustments, you have to select the following menu: ***Arrangements Management*** > ***Funding Arrangements*** > then (depending on which type of adjustment you want to view) you select the sub-menu ***Amendments***, ***NOBAs*** or ***Cash Flow Changes***.

The corresponding **Search** screen below will be displayed with the Recipient search field defaults to your recipient number and name.

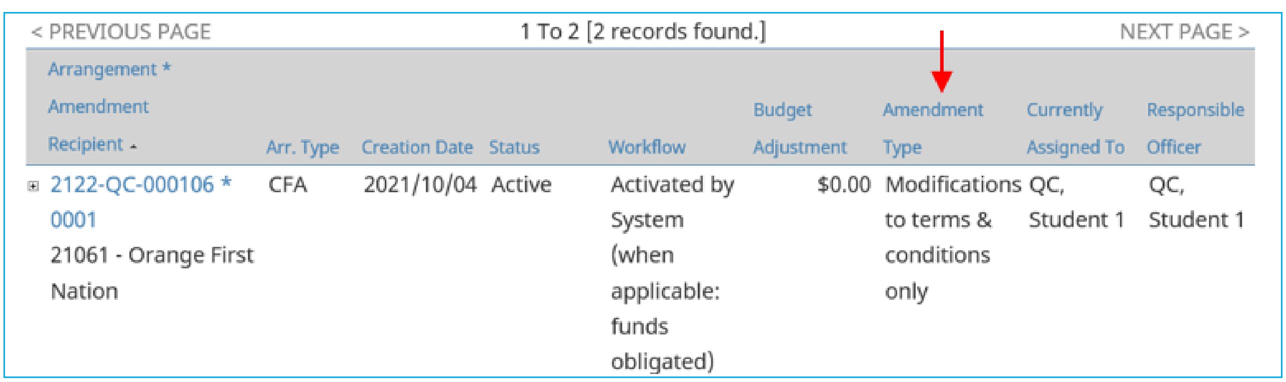






You may enter additional search criteria in any of the other search fields or just click the **SEARCH** button. A list of your adjustments meeting the search criteria will be displayed in the search results section.

Search results section for Amendments



< PREVIOUS PAGE 1 To 2 [2 records found.] NEXT PAGE >

Arrangement * Amendment Recipient	Arr. Type	Creation Date	Status	Workflow	Budget Adjustment	Amendment Type	Currently Assigned To	Responsible Officer
2122-QC-000106 * 0001 21061 - Orange First Nation	CFA	2021/10/04	Active	Activated by System (when applicable: funds obligated)	$0.00	Modifications to terms & conditions only	QC, Student 1	QC, Student 1

The different amendment types that can be done are the following:

- Modifications to programs & budget
  To add new funding, which usually has an impact on your reporting requirements determined from the type of funding added
  and/or
  To increase and/or reduce existing funding level.
- Modifications to terms & conditions only
  To change the clauses (general or program-specific) of the terms and conditions
  and/or
  To add new reporting requirements.
- Modifications to the duration of the arrangement (extension/reduction)
  To change the duration (end date) of your arrangement. This can be an extension or a reduction of the duration.
- Notice of change to reporting requirements (due date or cancellation only)
  To cancel existing reporting requirements
  and/or
  To change the due date of your existing reporting requirements, which is to provide more time for you to submit them.
- Global Amendment
  To perform any combination of the changes encompassed in the amendment types mentioned above, except for the 'Notice of change to reporting requirements (due dates or cancellation only)'.

Search results section for NOBAs:

< PREVIOUS PAGE 1 To 1 [1 records found.] NEXT PAGE >

Arrangement * Year * NOBA Recipient	Arr. Type	Creation Date	Status	Workflow	Budget Adjustment $	Currently Assigned To	Responsible Officer
2122-QC-000109 * 0001 21061 - Orange First Nation	CFA	2021/10/14	Active	Activated by System (when applicable: funds obligated)	-$10,000.00	QC, Student 1	QC, Student 1

Search results section for Cash Flow Changes:

< PREVIOUS PAGE 1 To 1 [1 records found.] NEXT PAGE >

Arrangement * Year * Cash Flow Change Recipient	Arr. Type	Creation Date	Status	Workflow	Budget Adjustment $	Currently Assigned To	Responsible Officer
2122-QC-000106 * 0001 21061 - Orange First Nation	CFA	2021/10/04	Active	Activated by System (when applicable: funds obligated)	$0.00	QC, Student 1	QC, Student 1

To view a specific adjustment, click on the reference number of the adjustment (in blue) which is displayed in the first column. The adjustment main screen will be displayed.

Note:

If only one adjustment is found, it will automatically open.

Viewing the details of a specific adjustment (Amendment, NOBA or Cash Flow Change) is quite similar to viewing the details of a funding arrangement (please refer to Section 7.5).

The different tabs displayed for each adjustment type are the following:

Amendments:

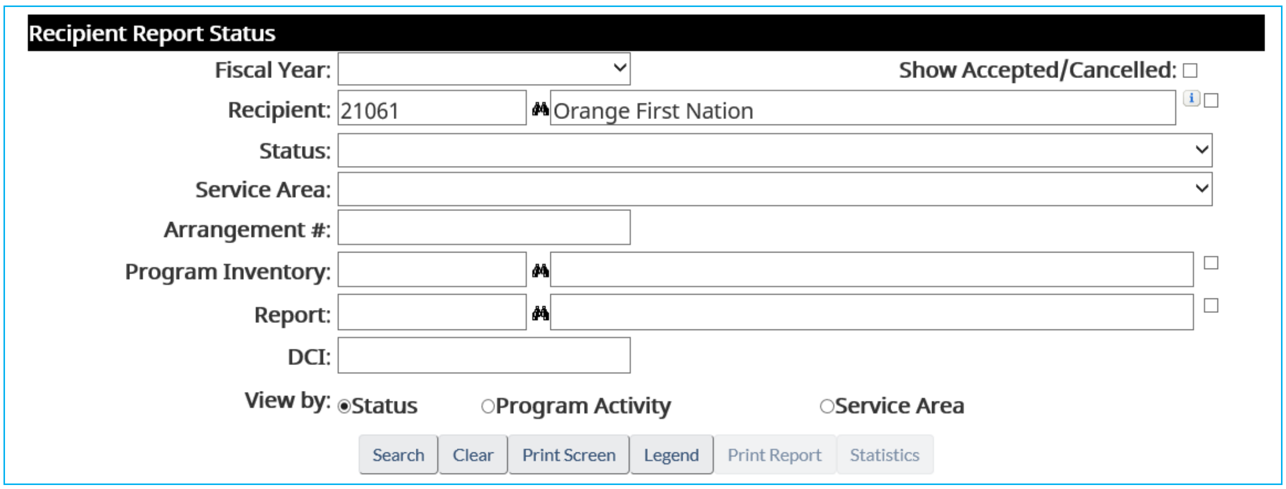
NOBAs and Cash Flow Changes:

7.7 Reporting Requirements

7.7.1 Viewing Reporting Requirements Status

GCIMS allows you to view your reporting requirements status and submit your reports. To do so, you have to select the following menu: ***Recipient Reports Management*** > ***Recipient Services*** > ***Recipient Report Status***.

The **Recipient Report Status** screen will be displayed with the Recipient search field defaults to your recipient number and name.



You may enter additional search criteria in any of the other search fields or just click the **Search** button in order to see the list of all of your reporting requirements meeting the search criteria. Some other search fields are:

Fiscal Year: You can enter a fiscal year to restrict results to reports that are associated to funding arrangements within a specific fiscal year. Leave this field blank to see results for all fiscal years.

Show Accepted/ Cancelled: Accepted and Cancelled reports are not displayed in the results unless you specifically request them by clicking the Show Accepted/Cancelled checkbox. If you do check this box, the Fiscal Year field becomes a mandatory field, and the results will include accepted and cancelled reports.

Status: Select a status from the list to view only the reports that are in that current status. The status options are:

- **Due (in more than 30 days)**: The report due date is more than 30 days from the current date.
- **Due soon (in 30 days and less)**: The report has not been submitted and is due in less than 30 days.
- **Overdue**: The report has not been submitted and is past due. After 30 days, a report in this status may halt non-essential funds for the Service Area to which it is associated. The 30-day grace period is based on the number of days between the report due date and the payment creation date (monthly payment run).

- **Under Review (Dept/Agency)**: The report has been submitted and is under review by de Department/Agency. If the report was already halting funds, it will continue to do so until a decision is made in the review process.
- **Submitted - Revision Required by Recipient**: The report has been submitted but it has not passed the preliminary or detailed review. The report has been returned to the recipient for revision. A report in this status may halt non-essential funds for the Service Area to which it is associated.
- **Conditionally Accepted**: The report has been approved under conditions.
- **Accepted**: The report has been received, reviewed and accepted by the Department/Agency.
- **Cancelled**: The report has been cancelled.
- **Deemed Unobtainable**: The report is deemed unobtainable when it is over 180 days past due. A report in this status may halt non-essential funds for the Service Area to which it is associated. There could be other consequences related to a report being in this status.

Service Area: Select a service area from the list to restrict the results to reports associated to that service area.

Arrangement #: Enter an arrangement number to restrict the results to only the reports associated to that specific funding arrangement.

Program Inventory: Enter a program inventory to restrict the results to only the reports associated to that specific program inventory.

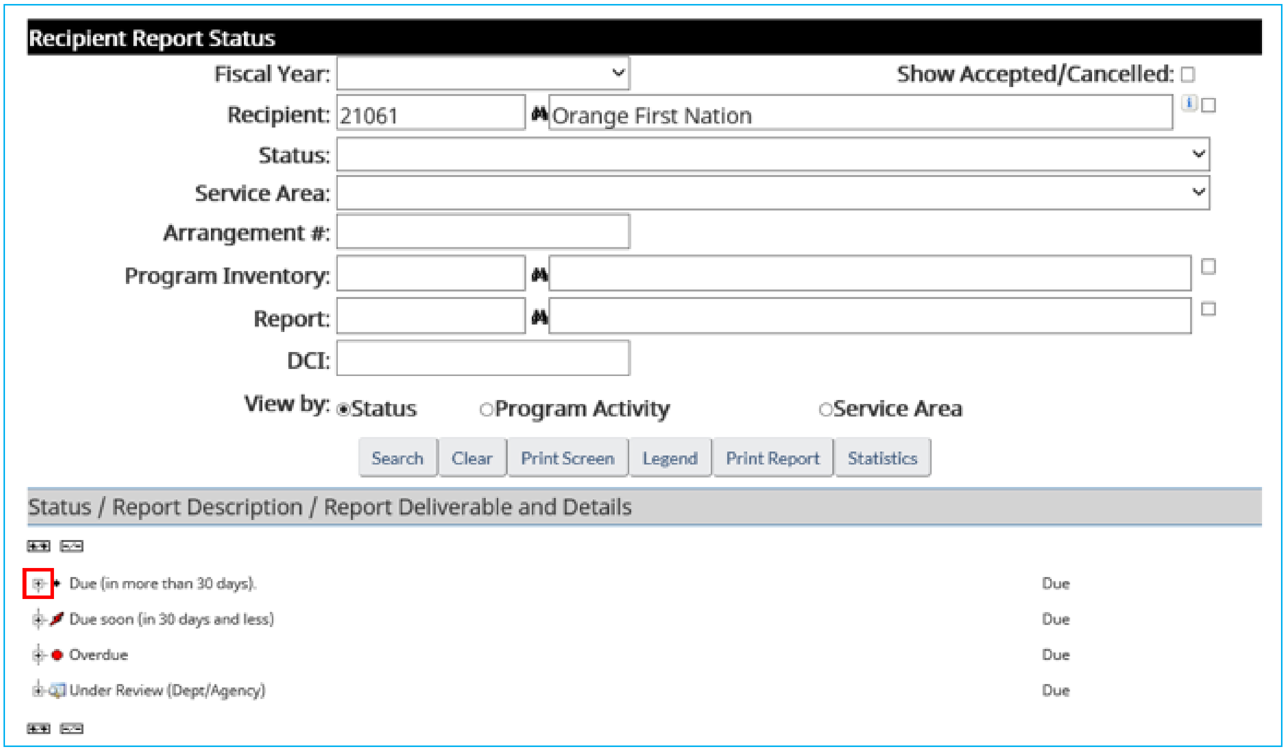
Report: Enter a report number to restrict the results to only the reports associated to that specific report number.

DCI: Enter a DCI (Data Collection Instrument) number to restrict the results to only the reports associated to that specific DCI number.

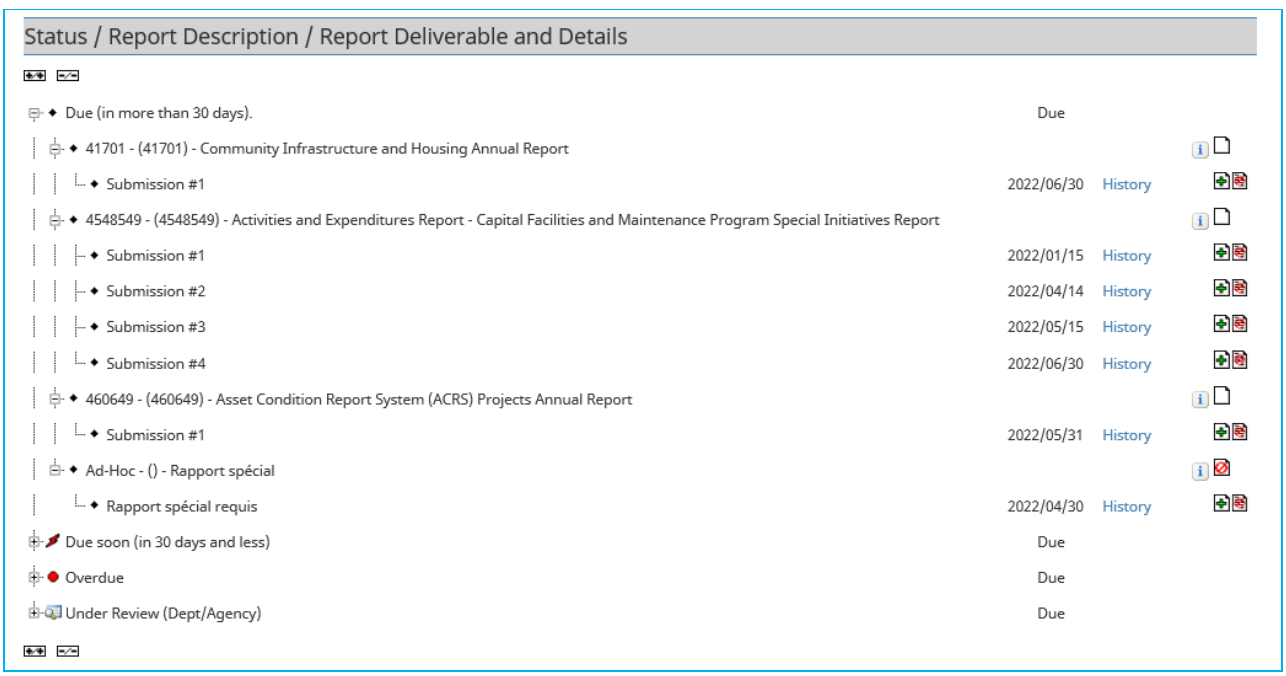
View By: Allows you to select the grouping in which you want the results displayed. The results remain the same; they are simply displayed in a different grouping. Choose Status, Program Activity, or Service Area to display the results in that view.

Once you have entered the criteria click the **SEARCH** button.

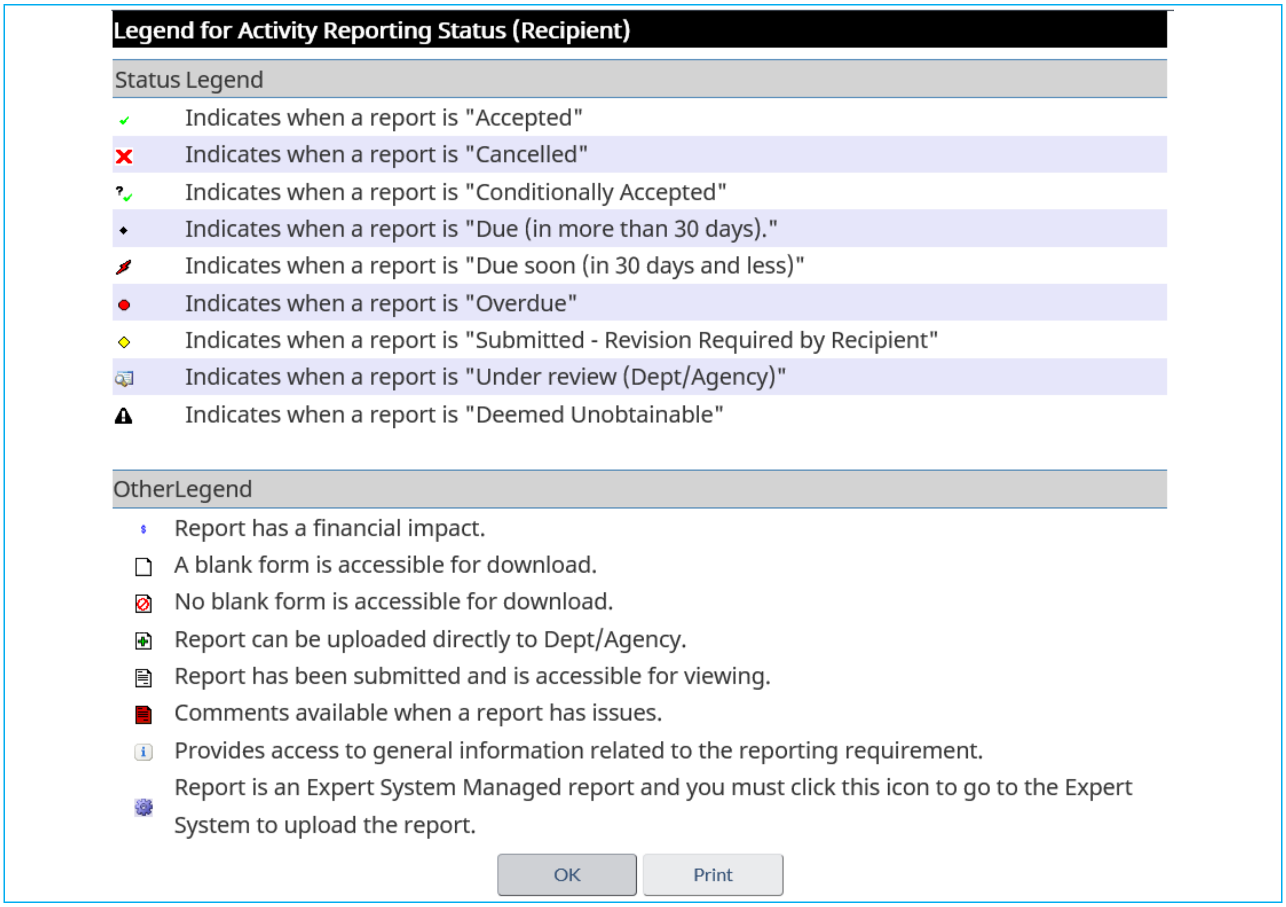
Regardless of the grouping selection (by Status, Program Activity or Service Area), the search results are displayed in an expandable tree view by group.



Click the plus (+) icon at each group level or the Expand All icon (⊞) at the top or bottom of the grid to expand and see the individual reports. Then the minus sign (-) allows to collapse the expanded details.



If you click on the **LEGEND** button, a separate window opens and displays a description of all the icons used in the Recipient Report Status screen.



Legend for Activity Reporting Status (Recipient)

Status Legend

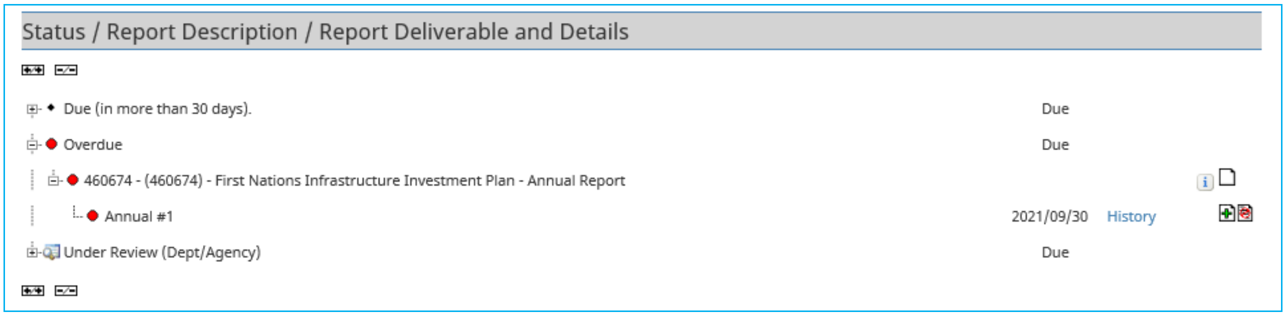
Indicates when a report is "Accepted"
Indicates when a report is "Cancelled"
Indicates when a report is "Conditionally Accepted"
Indicates when a report is "Due (in more than 30 days)."
Indicates when a report is "Due soon (in 30 days and less)"
Indicates when a report is "Overdue"
Indicates when a report is "Submitted - Revision Required by Recipient"
Indicates when a report is "Under review (Dept/Agency)"
Indicates when a report is "Deemed Unobtainable"

OtherLegend

Report has a financial impact.
A blank form is accessible for download.
No blank form is accessible for download.
Report can be uploaded directly to Dept/Agency.
Report has been submitted and is accessible for viewing.
Comments available when a report has issues.
Provides access to general information related to the reporting requirement.
Report is an Expert System Managed report and you must click this icon to go to the Expert System to upload the report.

OK Print

7.7.2 VIEWING A REPORT



The **Document** Icon

The Document icon allows you to download and view the template for the report. If this is a writable PDF file you can fill it out, save it to the mapped drive on your computer and then upload into GCIMS for submission. If it is another document type you can open the document and print it and then fill it out, scan it and submit it electronically (upload through GCIMS or send by email) or send to the Organization by mail, fax etc.

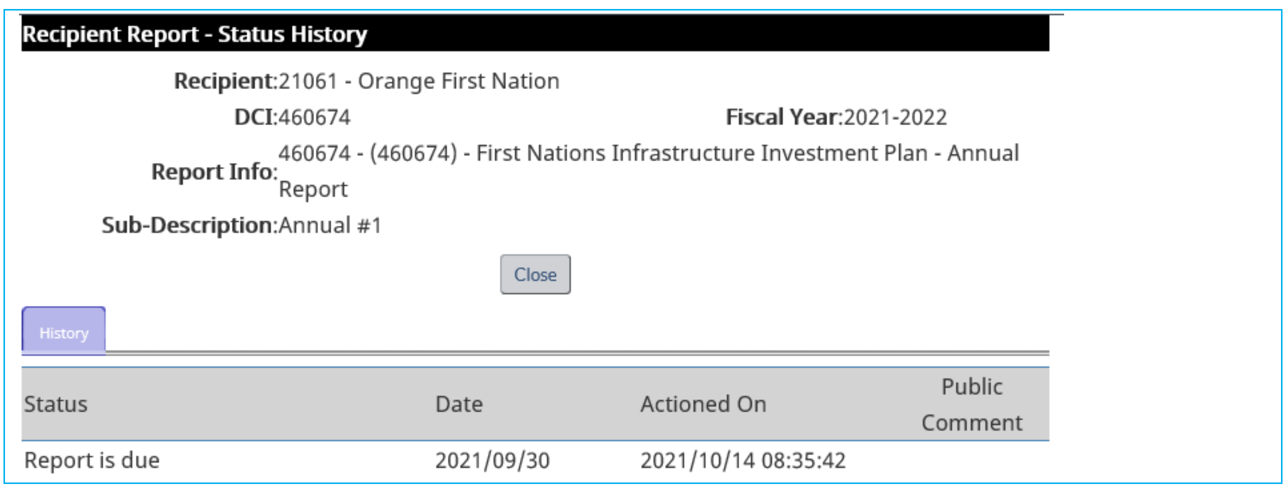
Note:

If the blank form icon has a red slash through it, it means that an electronic form for the report is not available.

If there is a $ symbol beside the report name, it indicates that the report has a financial impact and may be halting funds if it is overdue. Click on the $ icon to see the amount and details of the halts.

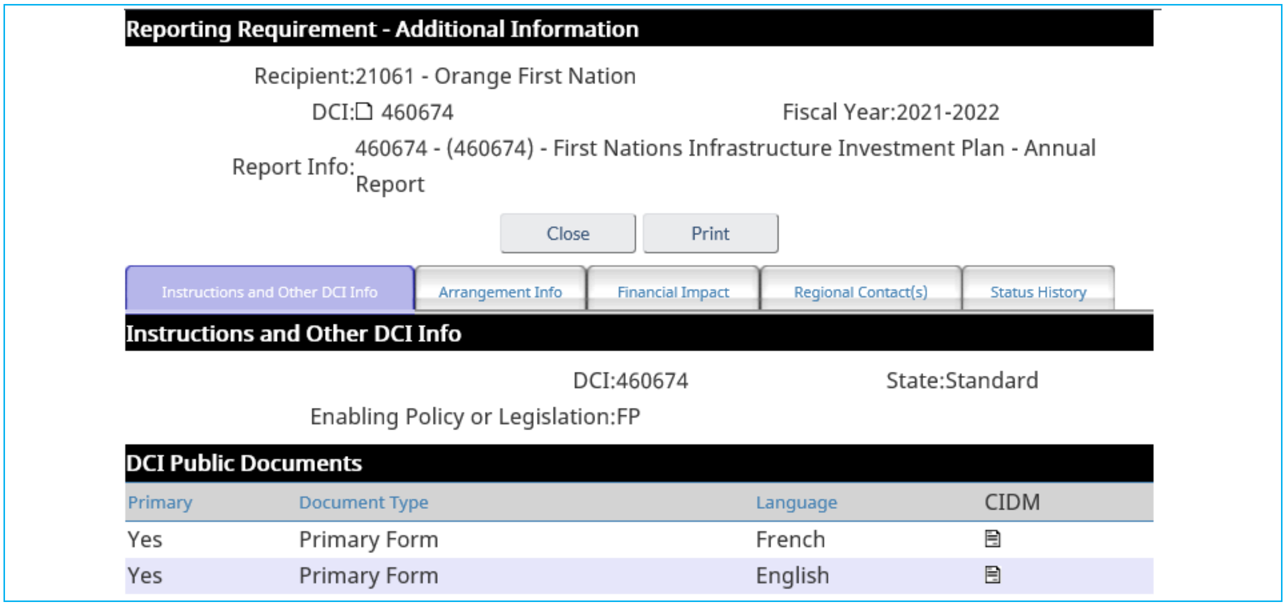
The **History** link

The History link displays a separate window with the history of the report.



The **Information** Icon

The Information icon displays a separate window with additional information on the reporting requirement. There are five (5) tabs in this window which are described below.



Reporting Requirement - Additional Information

Recipient:21061 - Orange First Nation

DCI: 460674 Fiscal Year:2021-2022

Report Info: 460674 - (460674) - First Nations Infrastructure Investment Plan - Annual Report

Close Print

Instructions and Other DCI Info | Arrangement Info | Financial Impact | Regional Contact(s) | Status History

Instructions and Other DCI Info

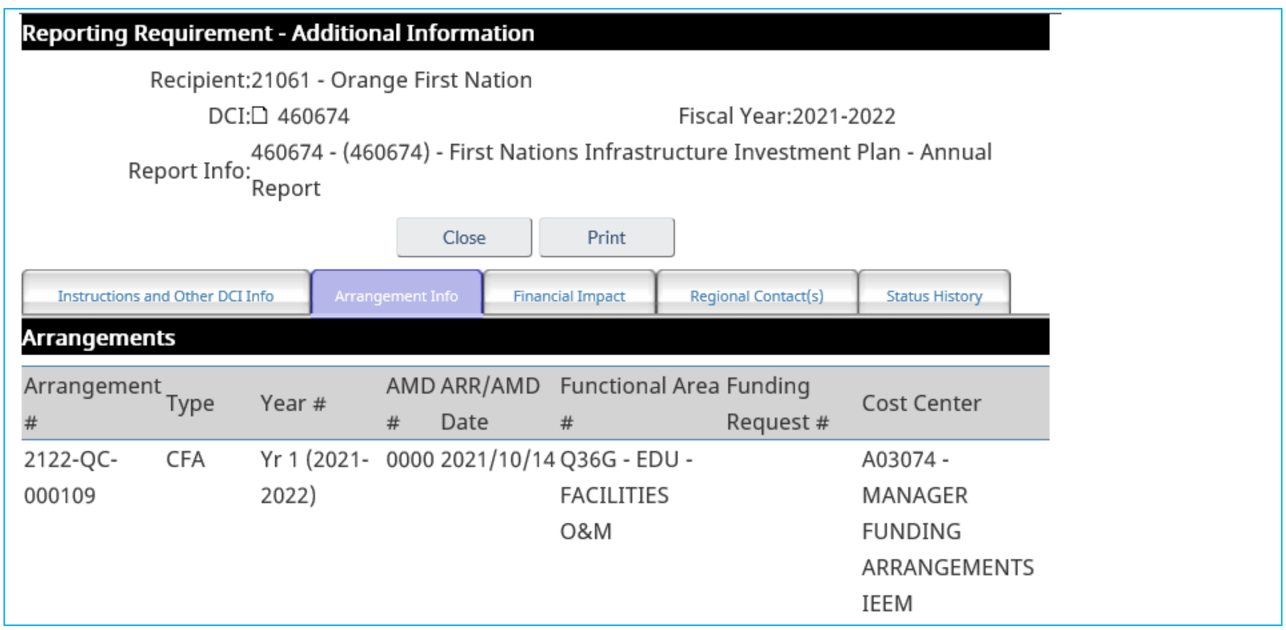
DCI:460674 State:Standard

Enabling Policy or Legislation:FP

DCI Public Documents

Primary	Document Type	Language	CIDM
Yes	Primary Form	French	
Yes	Primary Form	English	

The **Instructions and Other DCI Info** tab contains the blank forms for the report in both French and English along with any other documents that are related to the form e.g. Instructions on how to complete the form. To get a copy of the form click the Get Document icon . You can open or save a copy of the document to your local drive.



Reporting Requirement - Additional Information

Recipient:21061 - Orange First Nation

DCI: 460674 Fiscal Year:2021-2022

Report Info: 460674 - (460674) - First Nations Infrastructure Investment Plan - Annual Report

Close Print

Instructions and Other DCI Info | Arrangement Info | Financial Impact | Regional Contact(s) | Status History

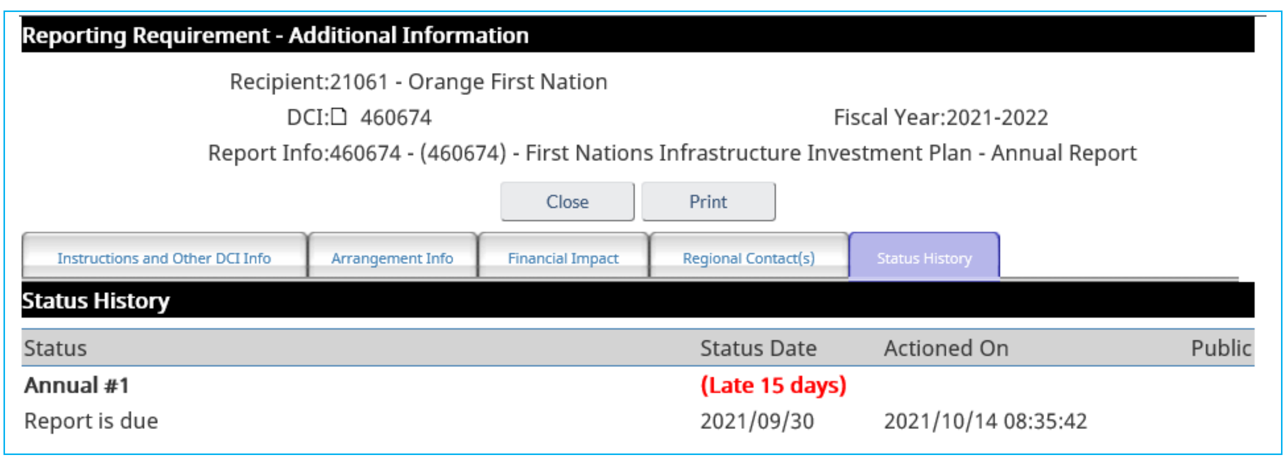
Arrangements

Arrangement #	Type	Year #	AMD #	ARR/AMD Date	Functional Area #	Funding Request #	Cost Center
2122-QC-000109	CFA	Yr 1 (2021-2022)	0000	2021/10/14	Q36G - EDU - FACILITIES O&M		A03074 - MANAGER FUNDING ARRANGEMENTS IEEM

The **Arrangement Info** tab displays the arrangement and activities (functional areas) to which the report is linked.

The **Financial Impact** tab displays any halted amounts that are linked to the report. Click the Show/Hide Details link to see the details of the halted amount ($ value, period, report name etc.).

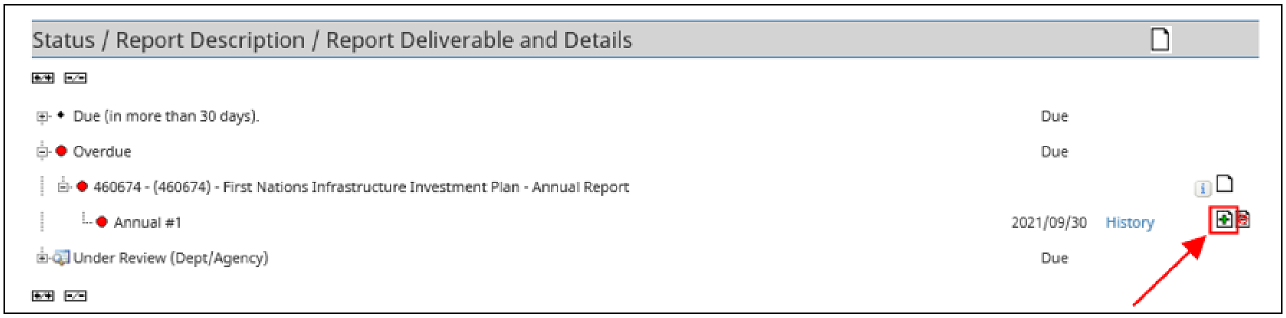
The **Regional Contact(s)** tab contains the contact information for the individual responsible for the report.



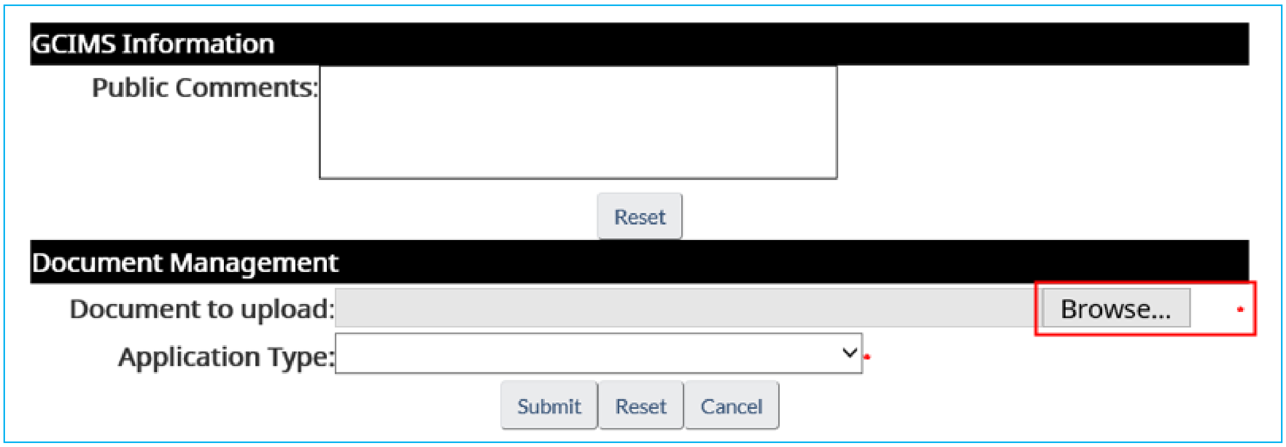
The **Status History** tab provides the history of the report (when it was added to the arrangement, due date change, date received by the Organization, etc.).

7.7.3 SUBMITTING A REPORT

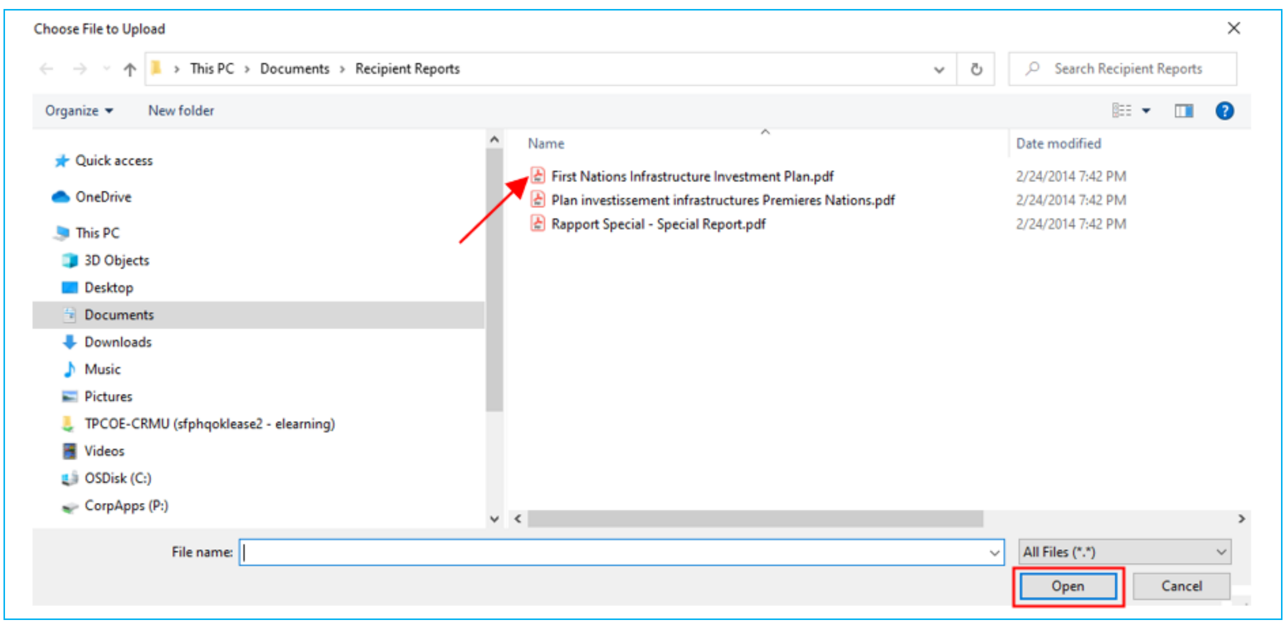
The Add Document icon  allows you to upload the report so that it is immediately received by the system.



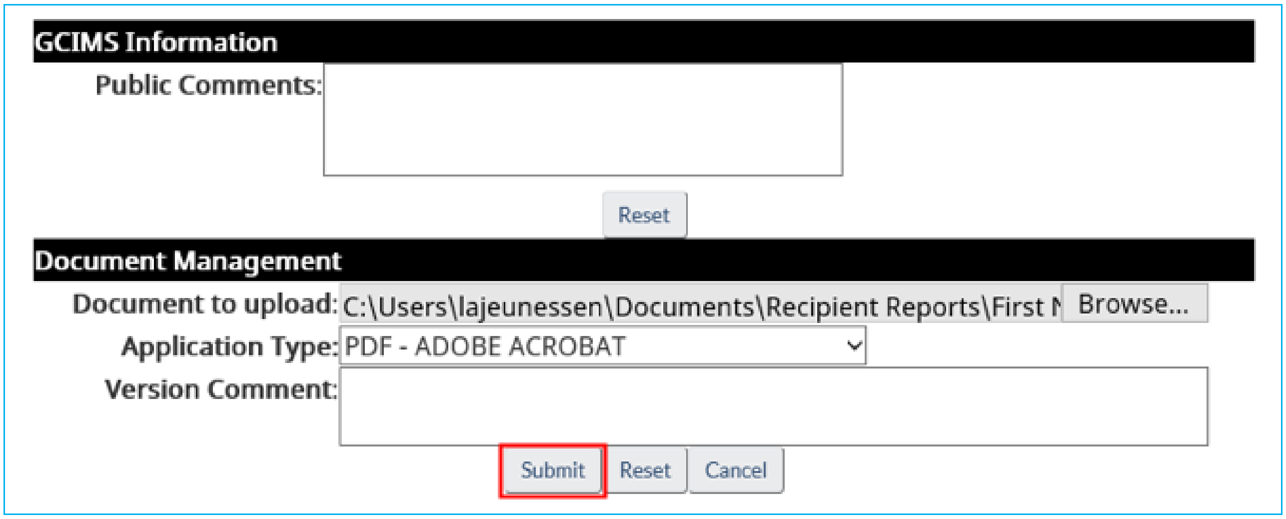
Click on the Add Document icon to open the Document Management window.



Click on the **BROWSE** button to open the file dialog box.

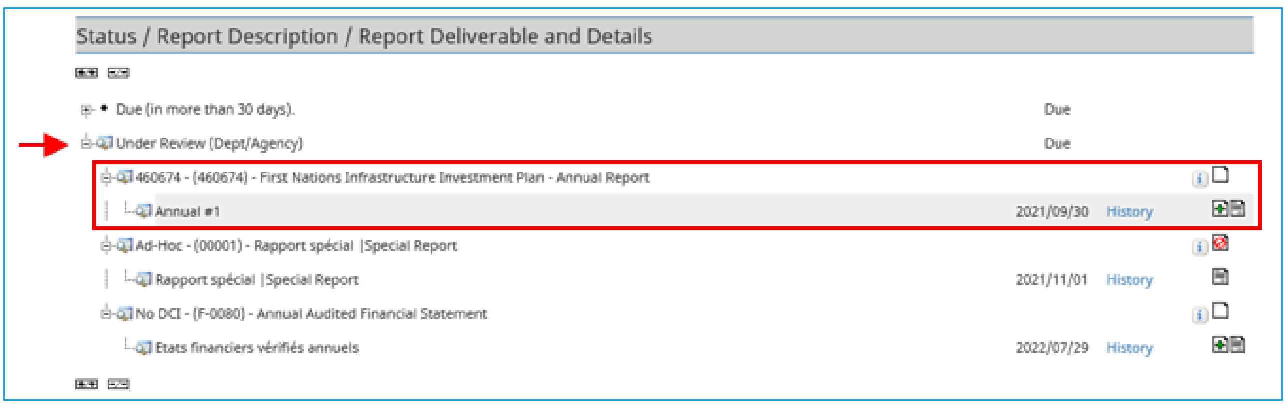


Select the drive/folder that contains the report to upload. Then select the report and click the **OPEN** button. The filename and path of the report will be populated in the **Document to Upload** field and the **Application Type** will be automatically set to the file type of the document.

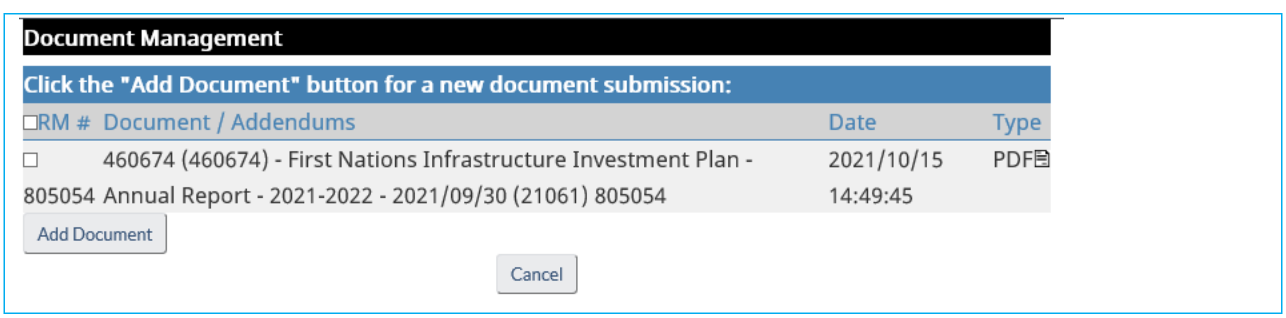


Click the **SUBMIT** button to upload the file to the GCIMS system.

Note :
The report status will change to **Under Review**. After submitting the report, you must **RELOAD** the Recipient Report Status screen to update the status. To do so, you must click the **RELOAD** link at the top of the screen to reload the page and refresh the status of the report.



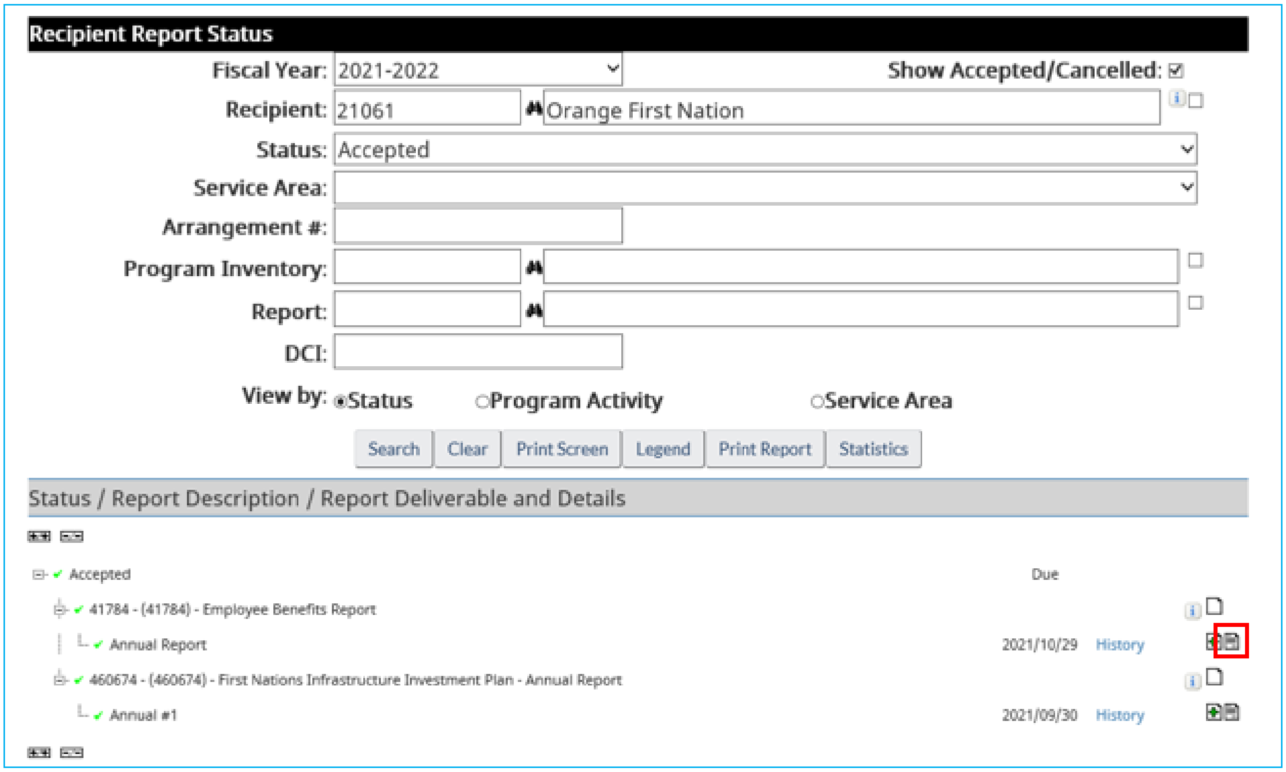
If you have more than one document to upload for the report (e.g., attachments, or a new version), you repeat the process by clicking the Add Document icon again. As a document already exists, you are given the ability to add a new document.



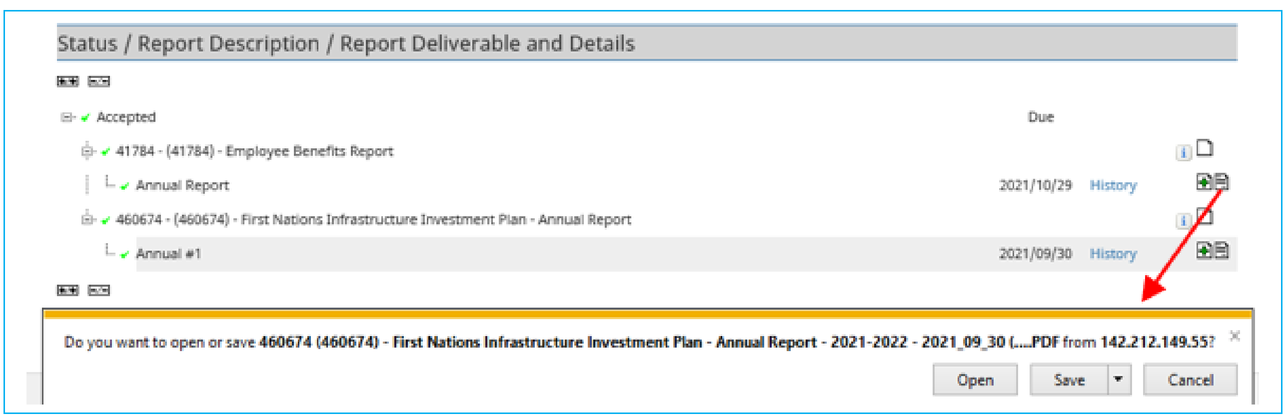
Click the **ADD DOCUMENT** button to upload an additional document.

Note: To retract a document that you have uploaded, contact your Organization's regional office.

The get Document icon allows you to view the completed (accepted) report that has been submitted.



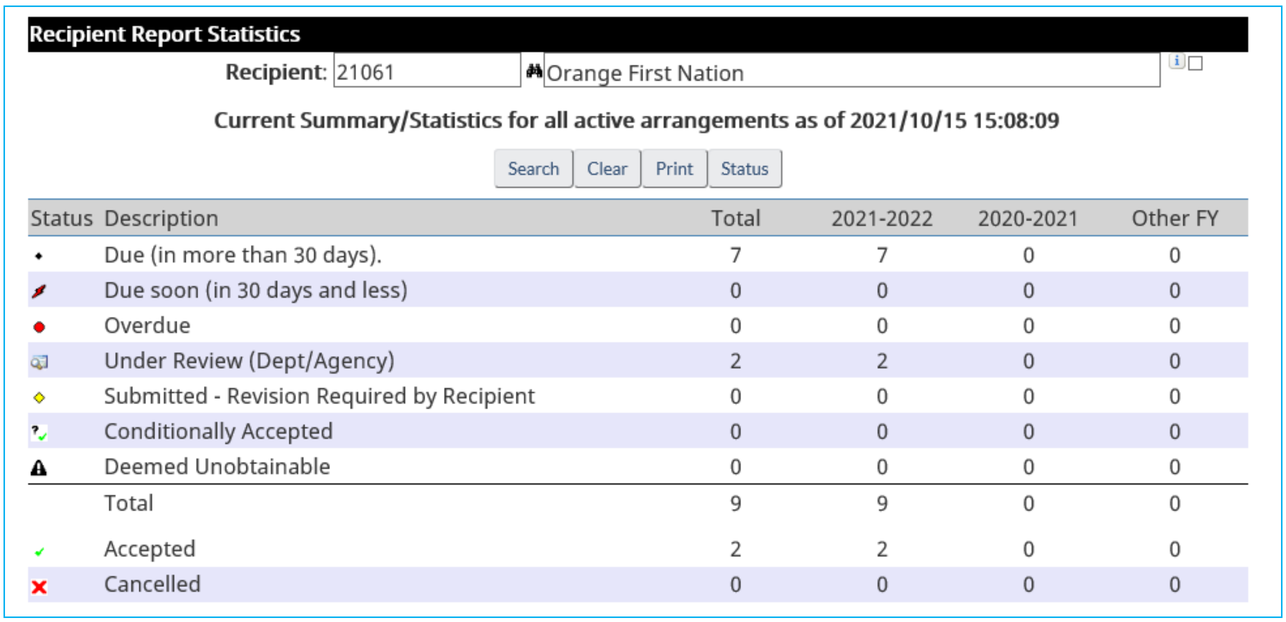
When you click on the icon, the File Download window appears which allows you to open or save the document.



7.7.4 REPORTING REQUIREMENTS STATISTICS

GCIMS allows you to view your statistics regarding your reporting requirements. Through this functionality, you can see how many reports are due in more than 30 days, due soon (in 30 days and less), overdue, under review, etc. To do so, you have to select the following menu: ***Recipient Reports Management*** > ***Recipient Services*** > ***Recipient Report Statistics***.

The **Recipient Report Statistics** screen will be displayed.



Recipient Report Statistics

Recipient: 21061 Orange First Nation

Current Summary/Statistics for all active arrangements as of 2021/10/15 15:08:09

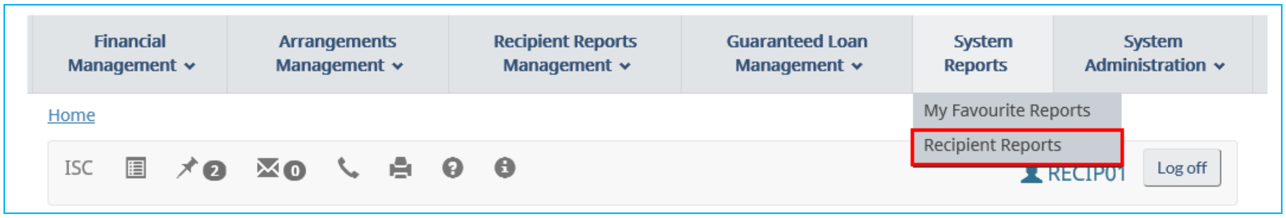
Search | Clear | Print | Status

Status	Description	Total	2021-2022	2020-2021	Other FY
	Due (in more than 30 days).	7	7	0	0
	Due soon (in 30 days and less)	0	0	0	0
	Overdue	0	0	0	0
	Under Review (Dept/Agency)	2	2	0	0
	Submitted - Revision Required by Recipient	0	0	0	0
	Conditionally Accepted	0	0	0	0
	Deemed Unobtainable	0	0	0	0
	Total	9	9	0	0
	Accepted	2	2	0	0
	Cancelled	0	0	0	0

The Recipient search field defaults to your recipient number and name. You click the **SEARCH** button in order to see your reporting requirements statistics.

7.8 RECIPIENT SYSTEM REPORTS

GCIMS allows you to run different system reports related to the management and monitoring of your funding and reporting requirements. To do so, you have to select the following menu: ***System Reports*** > ***Recipient Reports***.



The **Recipient Reports** screen will be displayed.

Recipient Reports

Report	Security		
Recipient Expenditures Report	Unclassified		
Recipient Financial Profile Report	Unclassified		
Recipient Notification of Reporting Requirements Report	Unclassified		
Recipient Reporting Requirements Status Report	Unclassified		

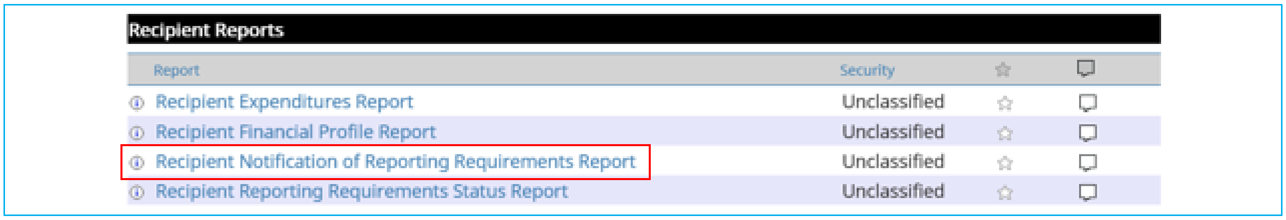
The next pages provide you with a description of the system reports that are available for recipient users.

7.8.1 RECIPIENT NOTIFICATION OF REPORTING REQUIREMENTS REPORT

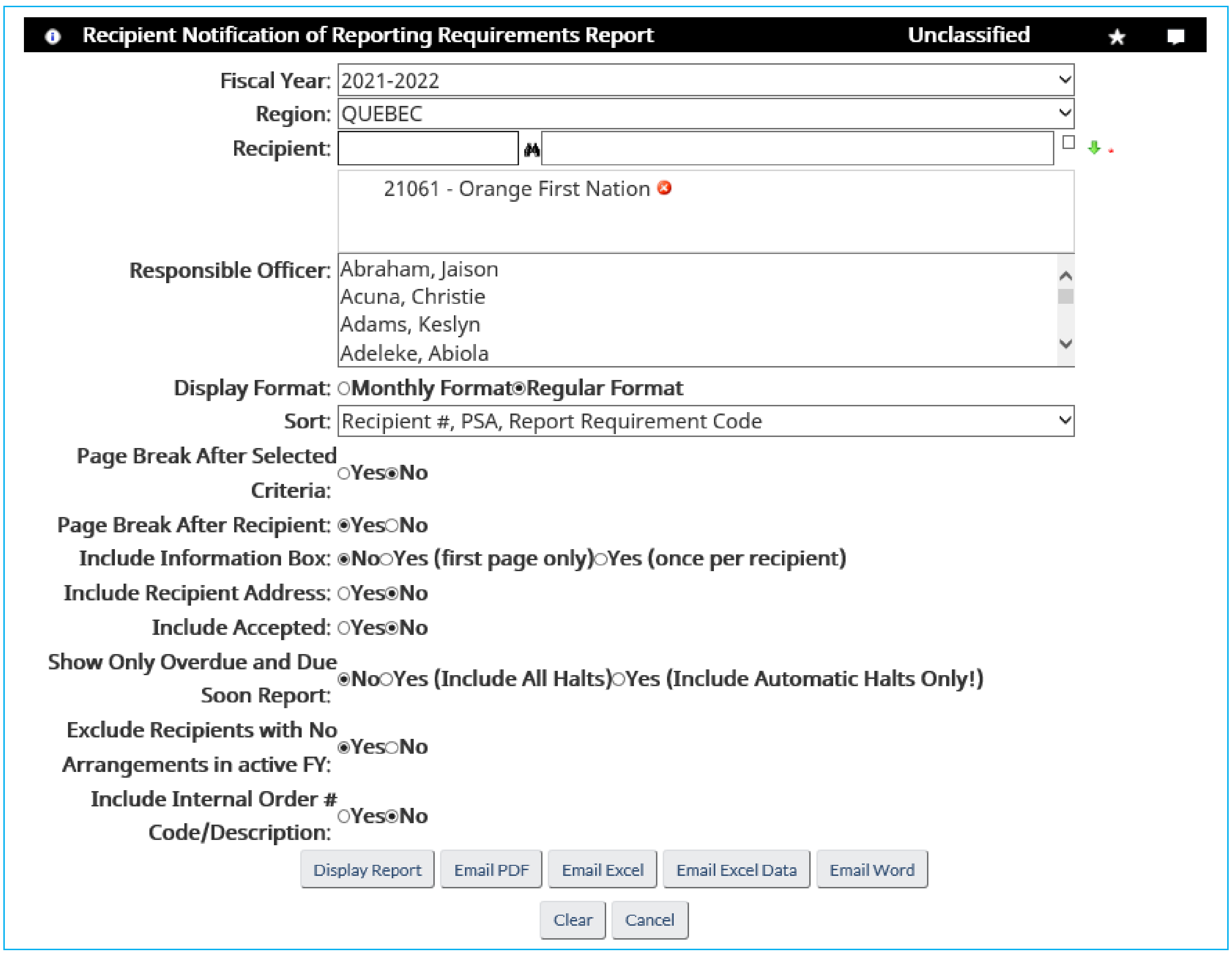
Purpose:
This report is to monitor and manage upcoming and overdue recipient reporting requirements.

Description:
The report shows the status of every recipient report and the count of days into the future that a report is due, or the count of days that a report has been under review or past due.

You can access that report through the following menu: ***System Reports*** > ***Recipient Reports***. Then, you click the **Recipient Notification of Reporting Requirements Report** link.



The main screen that identifies the criteria used to produce the report will be displayed.



Enter your Recipient number and then click the green down arrow to select it. You may modify other criteria on the screen, which are related to the way the report will be produced.

Then, select (click) your preferred way to produce/receive the report: **DISPLAY REPORT**, **EMAIL PDF**, **EMAIL EXCEL**, **EMAIL EXCEL DATA** or **EMAIL WORD**. The example below is the report produced using the **DISPLAY REPORT**.

Indigenous Services Canada | Services aux Autochtones Canada

Grants and Contributions Information Management System
Unclassified

Recipient Notification of Reporting Requirements Report

As Of 2021/10/14

Selected Criteria

Fiscal Year: 2021-2022
Recipient: 21061 - Orange First Nation
Include Information: No
Include Accepted: No
Show only Overdue and Due Soon Reports: No
Exclude Recipients with No Arrangements in active FY: Yes
Region: QUEBEC
Responsible Officer: All
Include Recipient Address: No
Sorted by: Recipient #, PSA, Report Requirement Code
Page Break After Recipient: Yes

Disclaimer

1. The following report excludes all arrangements with a status of Initiated/Draft.

Orange First Nation (21061)

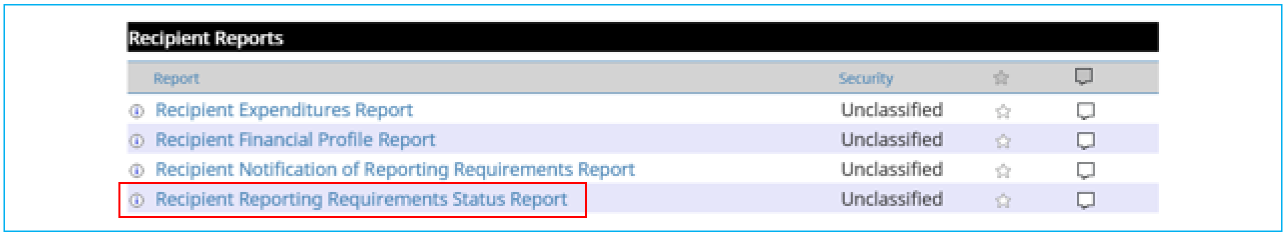
Reporting Requirement	Fiscal Year	Region	Due Date	Report Status	# Days
Community Infrastructure					
41701 - (41701) - Community Infrastructure and Housing Annual Report - Submission #1	2021-2022	QC	2022/06/30	Due (in more than 30 days). (Report is due)	259
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report - Submission #1	2021-2022	QC	2022/01/15	Due (in more than 30 days). (Report is due)	93
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report - Submission #2	2021-2022	QC	2022/04/14	Due (in more than 30 days). (Report is due)	182
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report - Submission #4	2021-2022	QC	2022/06/30	Due (in more than 30 days). (Report is due)	259
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report - Submission #3	2021-2022	QC	2022/05/15	Due (in more than 30 days). (Report is due)	213
460649 - (460649) - Asset Condition Report System (ACRS) Projects Annual Report - Submission #1	2021-2022	QC	2022/05/31	Due (in more than 30 days). (Report is due)	229
460674 - (460674) - First Nations Infrastructure Investment Plan - Annual Report - Annual #1	2021-2022	QC	2021/09/30	Overdue (Report is due)	(14)
			Total for Community Infrastructure:	**7**	

7.8.2 Recipient Reporting Requirements Status Report

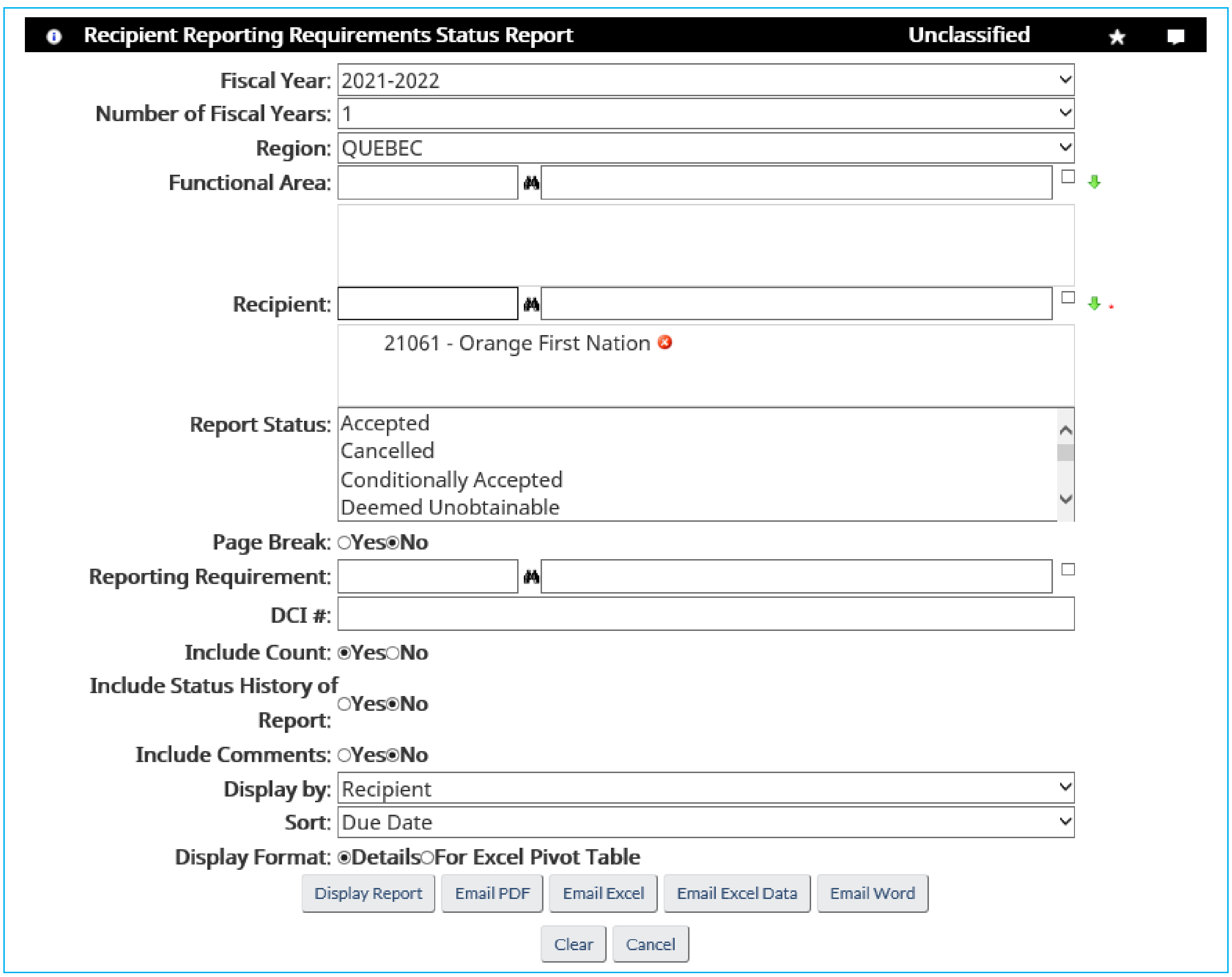
Purpose:
This report is to monitor and manage upcoming and overdue recipient reporting requirements of any status.

Description:
The report shows one line per reporting requirement. It has extensive filter and group/sub-total options as well as multiple display options.

You can access that report through the following menu: ***System Reports*** > ***Recipient Reports***. Then, you click the **Recipient Reporting Requirements Status Report** link.



The main screen that identifies the criteria used to produce the report will be displayed.



Enter your Recipient number and then click the green down arrow to select it. You may modify other criteria on the screen, which are related to the way the report will be produced.

Then, select (click) your preferred way to produce/receive the report: **DISPLAY REPORT**, **EMAIL PDF**, **EMAIL EXCEL**, **EMAIL EXCEL DATA** or **EMAIL WORD**. The example below is the report produced using the **DISPLAY REPORT**.

Indigenous Services Canada | Services aux Autochtones Canada

Grants and Contributions Information Management System
Unclassified

Recipient Reporting Requirements Status Report

Detail

As Of 2021/10/14

Selected Criteria

Fiscal Year: 2021-2022, **Number of Fiscal Years:** 1	**Reporting Requirement:** All
Region: QUEBEC	**Include Count:** Yes
Recipient: 21061 - Orange First Nation	**Sort By:** Due Date
Report Status: All	**DCI #:** All
Functional Area: All	**Include Comments:** No

Reporting Requirement	Arrangement #	Due Date	Received Date	Report Status	# Days in Current Status	Days Until Due / (Days Overdue)	DCI Regional Workflow	Responsible Officer
Orange First Nation (21061)								
460674 - (460674) - First Nations Infrastructure Investment Plan - Annual Report (Annual #1)	2122-QC-000109	2021/09/30		Overdue	0	(14)	**Initial Review:** Y Individual (CIESLAKY) **Detailed Review:** Y Individual () **Other Review:** N Arrangement Officer	QC, Student 1
41784 - (41784) - Employee Benefits Report (Annual Report)	2122-QC-000106	2021/10/29	2021/10/07	Accepted			**Initial Review:** Y Individual (MERCIERVE) **Detailed Review:** Y Individual () **Other Review:** N Arrangement Officer	QC, Student 1
Ad-Hoc - (00001) - Rapport spécial |Special Report (Rapport spécial |Special Report)	2122-QC-000106	2021/11/01	2021/10/14	Under Review (Dept/Agency)	0	18	**Initial Review:** N **Detailed Review:** N **Other Review:** N	QC, Student 1
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report (Submission #1)	2122-QC-000109	2022/01/15		Due (in more than 30 days).	0	93	**Initial Review:** Y Arrangement Officer **Detailed Review:** Y Arrangement Officer **Other Review:** N Arrangement Officer	QC, Student 1
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report (Submission #2)	2122-QC-000109	2022/04/14		Due (in more than 30 days).	0	182	**Initial Review:** Y Arrangement Officer **Detailed Review:** Y Arrangement Officer **Other Review:** N Arrangement Officer	QC, Student 1
Ad-Hoc - () - Rapport spécial (Rapport spécial requis)	2122-QC-000106	2022/04/30		Due (in more than 30 days).	1	198	**Initial Review:** N **Detailed Review:** N **Other Review:** N	QC, Student 1
4548549 - (4548549) - Activities and Expenditures Report - Capital Facilities and Maintenance Program Special Initiatives Report (Submission #3)	2122-QC-000109	2022/05/15		Due (in more than 30 days).	0	213	**Initial Review:** Y Arrangement Officer **Detailed Review:** Y Arrangement Officer **Other Review:** N Arrangement Officer	QC, Student 1
460649 - (460649) - Asset Condition Report System (ACRS) Projects Annual Report (Submission #1)	2122-QC-000109	2022/05/31		Due (in more than 30 days).	0	229	**Initial Review:** Y Individual (CIESLAKY) **Detailed Review:** Y Individual () **Other Review:** N Arrangement Officer	QC, Student 1

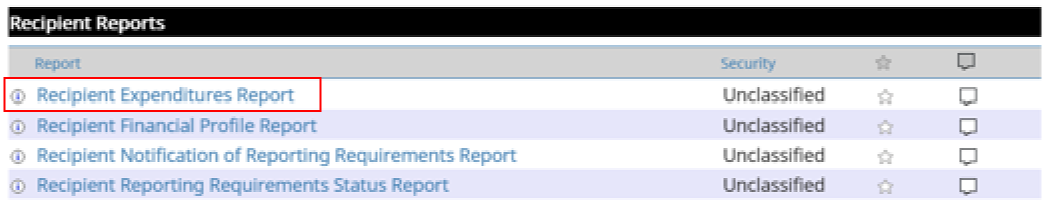
Page 1 of 2
2021/10/14 - 11:32:35
P1GCIMSYRE

7.8.3 RECIPIENT EXPENDITURES REPORT

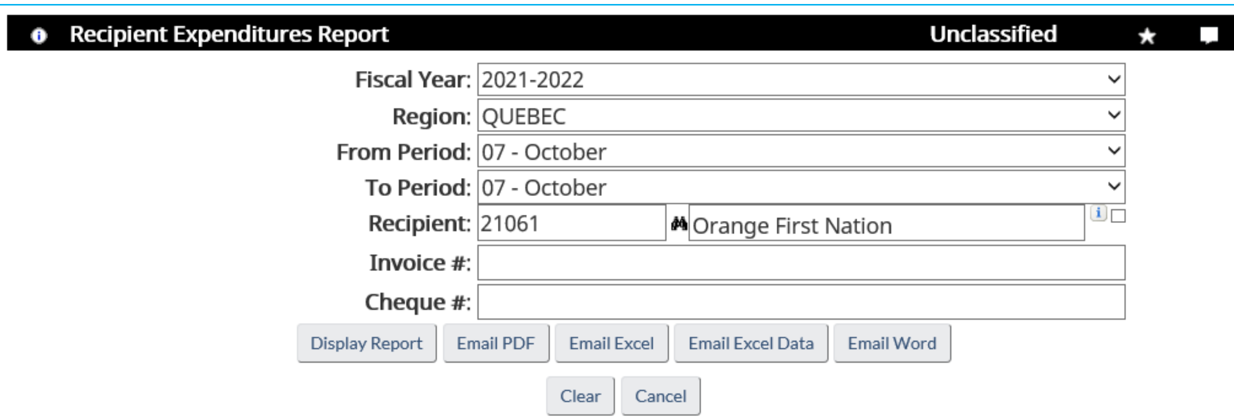
Purpose:
This report is to assist in managing and tracking payments made to a recipient.

Description:
The report shows the expenditure lines associated with a given payment/invoice #. It includes the recipient vendor, invoice #, date, period, functional areas (activities), financial coding, payment type and amount. This report shows 1 row per functional area (activity) and shows the financial coding related to the amount paid.

You can access that report through the following menu: ***System Reports*** > ***Recipient Reports***. Then, you click the **Recipient Expenditures Report** link.



The main screen that identifies the criteria used to produce the report will be displayed.



The Fiscal Year field defaults to the current fiscal year. The Region field defaults to your region. The period fields (from, to) default to the current payment period.

In addition to entering your recipient number, you may also enter a specific Invoice # or Cheque (payment).

Then, select (click) your preferred way to produce/receive the report: **DISPLAY REPORT**, **EMAIL PDF**, **EMAIL EXCEL**, **EMAIL EXCEL DATA** or **EMAIL WORD**. The example below is the report produced using the **DISPLAY REPORT**.

Indigenous Services Canada | Services aux Autochtones Canada

Grants and Contributions Information Management System
Unclassified

Recipient Expenditures Report

Region: QUEBEC

Fiscal Year: 2021-2022, Period: 07 - October

As Of 2021/10/14

21061 - Orange First Nation
15 Eddy
Gatineau, QC
G1A 1A0

2969-9899 QUEBEC INC. (S.I.R.C.O)
CP 237 SUCC SAINT-MICHEL
MONTRÉAL, QC
H2A 3L9

Invoice #: GCIMS596478	**Arrangement #: 2122-QC-000106**
Date: 2021/10/04	**Payment Type: Priority Payment**
Period: 07 - October	**Cheque #:**

Functional Area	Seq #	Financial Coding	Paid Amount
Q31U - PENSN PLAN ADMIN&NON-STAT	1	307.A03014.Q31U.50000.C0000.82431	$9,162.00
		Sub-Total:	$9,162.00

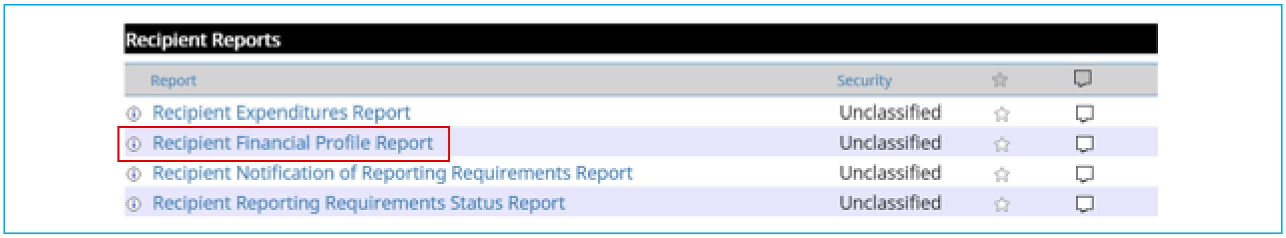
Vendor Total:	**$9,162.00**
21061 - Orange First Nation Total:	**$9,162.00**

7.8.4 RECIPIENT FINANCIAL PROFILE REPORT

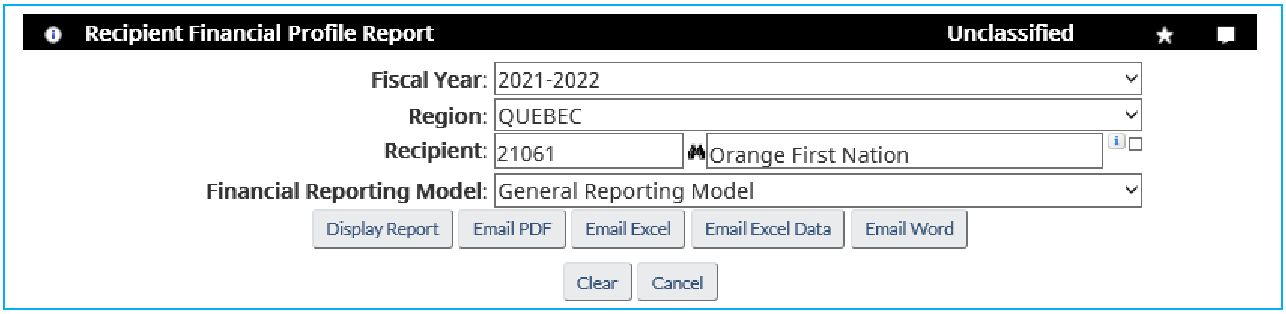
Purpose:
This report provides a five-year comparison of recipient revenue and expenditures.

Description:
The report shows revenue and expenditures for

You can access that report through the following menu: ***System Reports*** > ***Recipient Reports***. Then, you click the **Recipient Financial Profile Report** link.



The main screen that identifies the criteria used to produce the report will be displayed.



The Fiscal Year field defaults to the current fiscal year. The Region field defaults to your region.

In addition to entering your recipient number, you may also change the Financial Reporting Model field.

Then, select (click) your preferred way to produce/receive the report: **DISPLAY REPORT**, **EMAIL PDF**, **EMAIL EXCEL**, **EMAIL EXCEL DATA** or **EMAIL WORD**. The example below is an example of the report produced using the **DISPLAY REPORT**.

Indigenous Services Canada Services aux Autochtones Canada

Grants and Contributions Information Management System
Unclassified

Recipient Financial Profile Report

for Common Reporting Government Model
As Of 2021/07/21

Selected Criteria	
Fiscal Year: 2021-2022	**Recipient:** [redacted]
Region: [redacted]	

	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
REVENUE					
Deferred Revenue Start of year (Department)	$0.00	$0.00	$0.00	$0.00	$0.00
Deferred Revenue Start of year (Other)	$0.00	$0.00	$0.00	$0.00	$1,787,566.00
Department Revenue	$0.00	$0.00	$0.00	$0.00	$23,818,540.00
Health Canada Revenue	$0.00	$0.00	$0.00	$0.00	$1,322,900.00
CMHC Revenue	$0.00	$0.00	$0.00	$0.00	$118,616.00
Loan Revenue Treaty	$0.00	$0.00	$0.00	$0.00	$0.00
Other Government Departments	$0.00	$0.00	$0.00	$0.00	$999,957.00
Agency (Flow Through)	$0.00	$0.00	$0.00	$0.00	$360,642.00
Band	$0.00	$0.00	$0.00	$0.00	$838,969.00
Trust Accruals and Revenue (Interest)	$0.00	$0.00	$0.00	$0.00	$0.00
Trust Other	$0.00	$0.00	$0.00	$0.00	$0.00
Deferred Revenue End of year (Department)	$0.00	$0.00	$0.00	$0.00	$0.00
Deferred Revenue End of year (Other)	$0.00	$0.00	$0.00	$0.00	$4,102,576.00
Other Revenue	$0.00	$0.00	$0.00	$0.00	$883,624.00
Total REVENUE	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$26,028,238.00**
EXPENSES					
Agency (Flow Through)	$0.00	$0.00	$0.00	$0.00	$0.00
Band Business Expenditures	$0.00	$0.00	$0.00	$0.00	$1,083,908.00
Program-Related	$0.00	$0.00	$0.00	$0.00	$8,649,551.00
Other	$0.00	$0.00	$0.00	$0.00	$0.00
Total EXPENSES	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$9,733,459.00**
Annual Surplus (Deficit)	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$16,294,779.00**

* N/A - This information is not available, as the reporting model used in this year is different from that with other years and/or no audit was submitted for this year.

Page 1 of 2
2021/07/21 - 08:29:30
P1GCIMSTRN

8 HOW-TO'S QUICK REFERENCE

8.1 VIEWING A FUNDING REQUEST

1. Click ***Arrangements Management*** > ***Manage Funding Requests*** > ***Funding Requests***.
2. Enter your search criteria and then click the **SEARCH** button.
3. If you have more than one funding request, select the funding request you want to view by clicking the funding request number.
4. Browse through the tabs of the selected funding request:
   - General Information
   - Funding
   - Documents
   - Status and Approvals

8.2 SUBMITTING A FUNDING REQUEST

1. Click ***Arrangements Management*** > ***Manage Funding Requests*** > ***Funding Requests***.
2. Click the **ADD** button.
3. Enter the information on the **Create Funding Request** screen and click the **CREATE** button.
4. Fill out the mandatory (and optional) information on the funding request tabs:

Tab	Description
General Information	To enter the funding request information. At a minimum you must select a program or call letter (depending of the type of funding request), and a funding request name and description.
Funding	To enter the project start and end dates, including the requested funding amount for each fiscal year of the project.
Documents	To upload the funding request document(s).

5. Once all required information has been entered and saved, click on the **SUBMIT** button to submit the funding request.

8.3 VIEWING A FUNDING ARRANGEMENT

1. Click ***Arrangements Management > Funding Arrangements > Arrangements***.
2. Enter your search criteria and then click the SEARCH button.
3. If you have more than one funding arrangement, select the arrangement you want to view by clicking the arrangement number.
4. Choose a year (of the arrangement) you want to view the information for and then browse through the tabs of the selected year:

Tab	Description
General Information	To view the key dates and total funding information (initial, adjusted) for the selected year

Tab	Description
Programs & Budget	To view the details of your funding for the selected year: • Click the **D** icon to view the funding details of a specific transaction activity (functional Area) • Click the **V** icon to view the vendor (payee) of a specific transaction activity (functional Area) • Click the **F** icon to view the financial coding of a specific transaction activity (functional Area)
Recipient Reports	To view the reporting requirements for the selected year. These reporting requirements also include any adjustment to your reporting requirements that have occurred during the year.
Terms & Conditions	To view the parts that make up the funding arrangement document.
Adjustments	To view the list of all 'active' adjustments that have been made for the selected year.
Financial History	To view the list of all payments that have been made for the selected year.

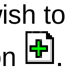
8.4 Viewing your Funding Allocations

1. Click ***Financial Management > Budget Management > Recipient Allocation Summary***.
2. Enter your search criteria or just click the **Search** button in order to view your allocation summary.

8.5 Identifying Which Reports Are Causing Funding Halts

1. Click ***Recipient Reports Management*** > ***Recipient Services*** > ***Recipient Report Status***.
2. Enter your search criteria or just click the **Search** button in order to view the list of all of your reporting requirements meeting the search criteria.
3. Expand the Overdue grouping (if any) by clicking on the + icon.
4. Click the $ icon for a specific report to view the amount halted. Only reports that are causing halts have this icon.
5. Click Show/Hide details to view the details for the halt.

8.6 Submitting a Report

1. Click ***Recipient Reports Management*** > ***Recipient Services*** > ***Recipient Report Status***.
2. Enter your search criteria or just click the **Search** button in order to view the list of all of your reporting requirements meeting the search criteria.
3. Expand the grouping you wish to add a report by clicking on the + icon.
4. Click the add document icon .
5. Upload the report.

8.7 Changing Password

1. Click ***System Administration > System Security > User Password***.
2. Enter the old (existing) password.
3. Enter the new password in the New Password field and again in the Confirm Password field.
4. Click the **Save** button.

APPENDIX A : EXTERNAL USER LAN ACCOUNT REQUEST

Print Form | Submit by Email

EXTERNAL LAN SSL ACCOUNT REQUEST

All fields are mandatory!

Recipient Number

Region

Request Type

First Name:

Last Name:

Has this person hold an INAC VPN Access

Yes

No

Position Title:

Start Date:

End Date:

Location / Address

Phone Number
ex.: 8197774444

Fax Number
ex.: 8197774444

Email address

Regional Coordinator

Regional Coordinator phone #
ex.: 8197774444

Comments

APPENDIX B : GCIMS ACCESS REQUEST FOR EXTERNAL USER

GCIMS Schedule A

DIAND's Computer Network / GCIMS Access Request for External User

The ____ hereby requests:
Recipient Organization

❑ New ❑ Modification ❑ Access Removal Date: _____/_____/_____.
yyyy mm dd

for Surname: ______________________________ Given Name: ______________________________

Phone Number: ___________________ Extension: __________ Fax Number:

Email: ____.

Access Addition / Modification

Name of application: Grants and Contributions Information Management System (GCIMS)

Declaration of Recipient Organization:

I acknowledge that (name of Recipient Organization) ______________________________ assumes full responsibility for the actions of (name of individual) _______________________ in regard to the access and use of DIAND's Computer Network, GCIMS, and all information contained therein, including any confidential or personal information. I also acknowledge that (name of individual) ______________________ has been fully instructed in respect of purposes for which (name of individual) ________________________ may use the DIAND Computer Network and the GCIMS and on the restrictions and limitations of use of GCIMS and DIAND's Computer Network, and that DIAND's Extranet Policy has been made available to (name of individual) _____________________________ for review.

Level of Access (User Role) requested: ____.
Please check all required program service area on the attached list of program service areas.
Signature: ____ Date: _____/_____/_____.
Administrator / Senior Management yyyy mm dd

Declaration of the GCIMS User:

I, _________________________, understand that if the Minister grants me access to the DIAND Computer Network and the Grants and Contributions Information Management System (GCIMS), that I may use GCIMS and DIAND Computer Network only for purposes specified to me by (name of Recipient Organization) ___________________________and that I must comply with DIAND's Extranet Policy which I have read.

I acknowledge that my role as __________________________________ (Job Title), is the sole reason for my access to and use of information with the GCIMS.

Signature of GCIMS User: ____.

Approval of the Regional/Sector Coordinator:

I do hereby acknowledge that I, _____________________, as the Regional/Sector Coordinator, do verify that the above mentioned user requires the access requested to perform his/her duties.

Signature: ____ Date: _____/_____/_____.
Regional/Sector Coordinator yyyy mm dd

Access Removal

Please remove the above mentioned person's access to DIAND's Computer Network and the GCIMS application.

Signature: ______________________________________ Date: _____/_____/_____.
Administrator / Senior Management yyyy mm dd

DIAND Approval

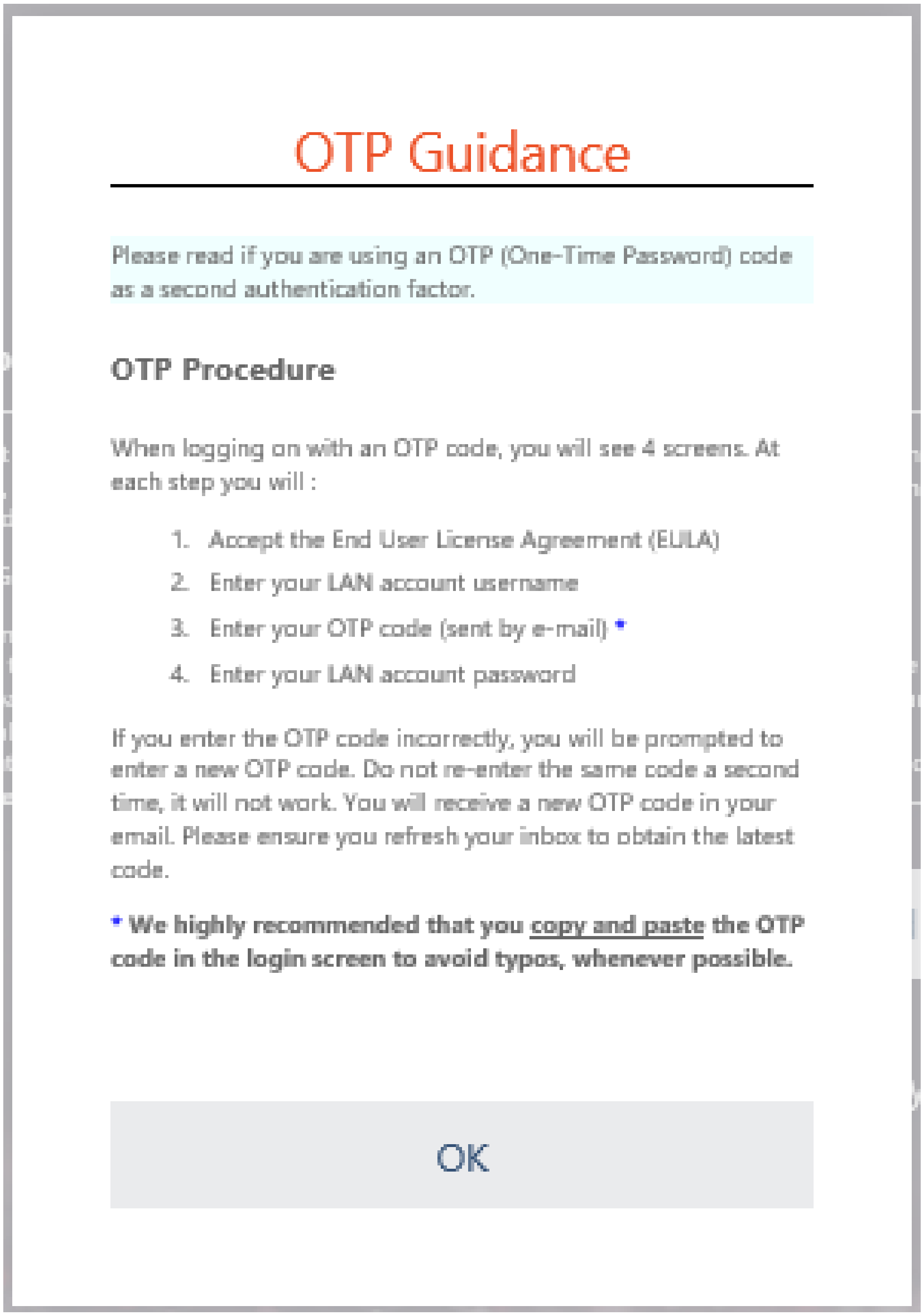
The above request is approved.

Signature: ______________________________________ Date: _____/_____/_____.
GCIMS Administrator yyyy mm dd

Program Service Area

Program Service Area	✓
Audit	☐
Claims	☐
Community Development	☐
Economic Development	☐
Education	☐
Environmental Assessment	☐
FN & Inuit Youth Employment Strategy	☐
Gathering Strength	☐
General	☐
Governance and Institutions of Government	☐
Indian Government Support	☐
Indian Registration	☐
Intervention	☐
Lands	☐
Lands/Economic Development	☐
Management Assessment	☐
Northern Affairs	☐
Office of the Federal Interlocutor	☐
Other Program Reporting	☐
Residential Schools	☐
Social Development	☐

APPENDIX C : OTP (ONE-TIME PASSWORD) PROCEDURE


OTP Guidance
Please read if you are using an OTP (One-Time Password) code as a second authentication factor.
OTP Procedure
When logging on with an OTP code, you will see 4 screens. At each step you will :
1. Accept the End User License Agreement (EULA)
2. Enter your LAN account username
3. Enter your OTP code (sent by e-mail) *
4. Enter your LAN account password
If you enter the OTP code incorrectly, you will be prompted to enter a new OTP code. Do not re-enter the same code a second time, it will not work. You will receive a new OTP code in your email. Please ensure you refresh your inbox to obtain the latest code.
* We highly recommended that you copy and paste the OTP code in the login screen to avoid typos, whenever possible.
OK