



Grants WorkCenter

The Grants WorkCenter is designed to be a navigational center for end users. The WorkCenter helps end users become more efficient by accessing frequently used pages and pagelets. WorkCenters are designed for specific roles and provide a singular location for access to key processes within Financial and Supply Chain applications. Users will be able to perform daily tasks without leaving the WorkCenter, which reduces time when navigating through menu items.

***Important Note*:** Users must have their Filters defined to see results in the **My Work** section. For more information on how to define **Filters**, refer to the [WorkCenter Personalization](#) job aid.

Grants WorkCenter

Navigation:



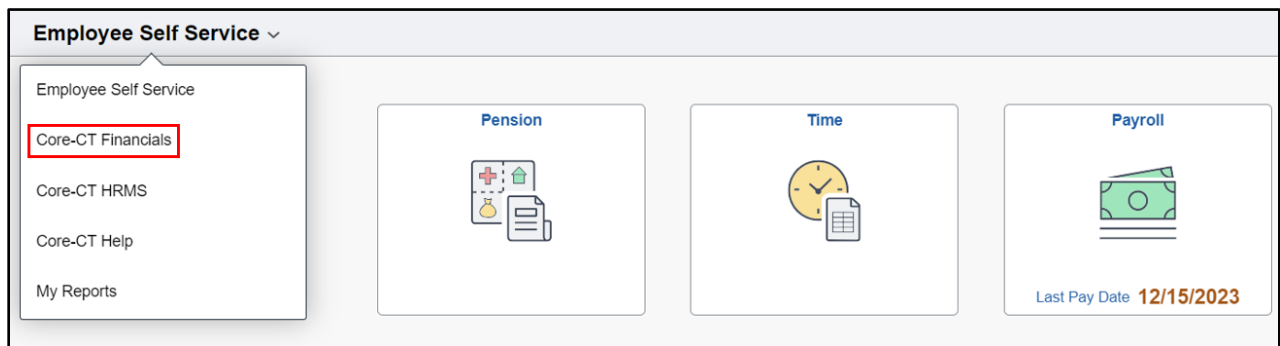
Nav Bar > Menu > Core-CT Financials > Grants Management > Grants WorkCenter

Or

Select Core-CT Financials

Click Grants Management Tile

Click Grants WorkCenter



Core-CT Financials

Purchasing

Accounts Payable

General Ledger and KK

Accounts Receivable

Billing

Customer Contracts

Grants Management

Project Costing

Grants Management

Approvals

Grants WorkCenter

GM Navigation Collection

Grants WorkCenter

Billing Plans Requiring User Action

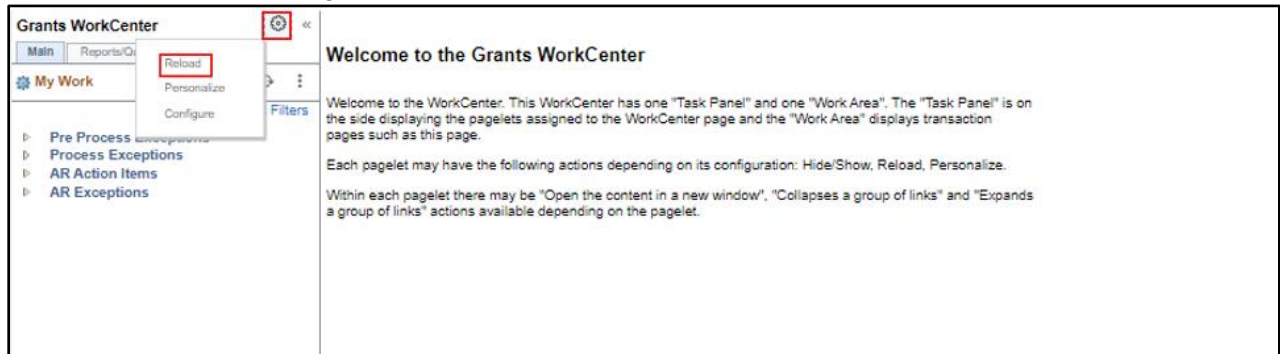
1-10 of 30 | View All

Business Unit	Contract	Description	Billing Plan ID	Contract Type	Method of Payment	Billing Specialist	Contract Administrator
<input type="checkbox"/>	DOTM1 000R(187)	2+empl serv ser non alt SFY03	B102	FHWA-OTH			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 000R(265)	fund for oper SouthCT SFY04	B102	FHWA-OTH			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 000R(780)	MIDDLETOWN-Ramp RT 9 from 17	B101	FHWA-OTH			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0012(129)	FARMINGTON CT RTE 4 TRAFF SIGN	B101	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0012(129)	FARMINGTON CT RTE 4 TRAFF SIGN	B102	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0912(124)	ROCKY HILL I-91 NRTHBND	B102	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0912(124)	ROCKY HILL I-91 NRTHBND	B103	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0951(128)	STAMFORD/DARIEN I-95SB	B102	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0951(100)	0031 MILFORD I-59 SB VIC	B102	FHWA-CON			Federal Receivables & Reimbursement
<input type="checkbox"/>	DOTM1 0951(171)	W HAVEN I-95 RECONS INT 42	B102	FHWA-CON			Federal Receivables & Reimbursement

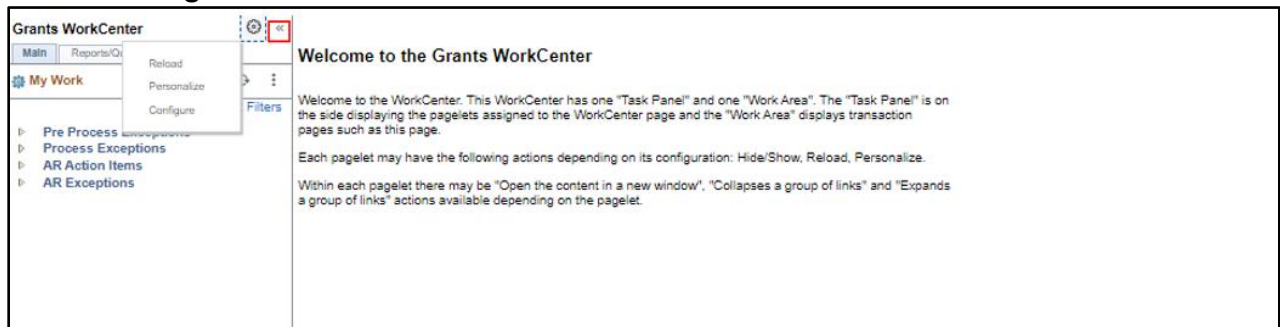
Select All Clear All

Update Status:

- **Using the Grants WorkCenter**
- To refresh the page, click the **Refresh** button located in the upper left-hand corner.



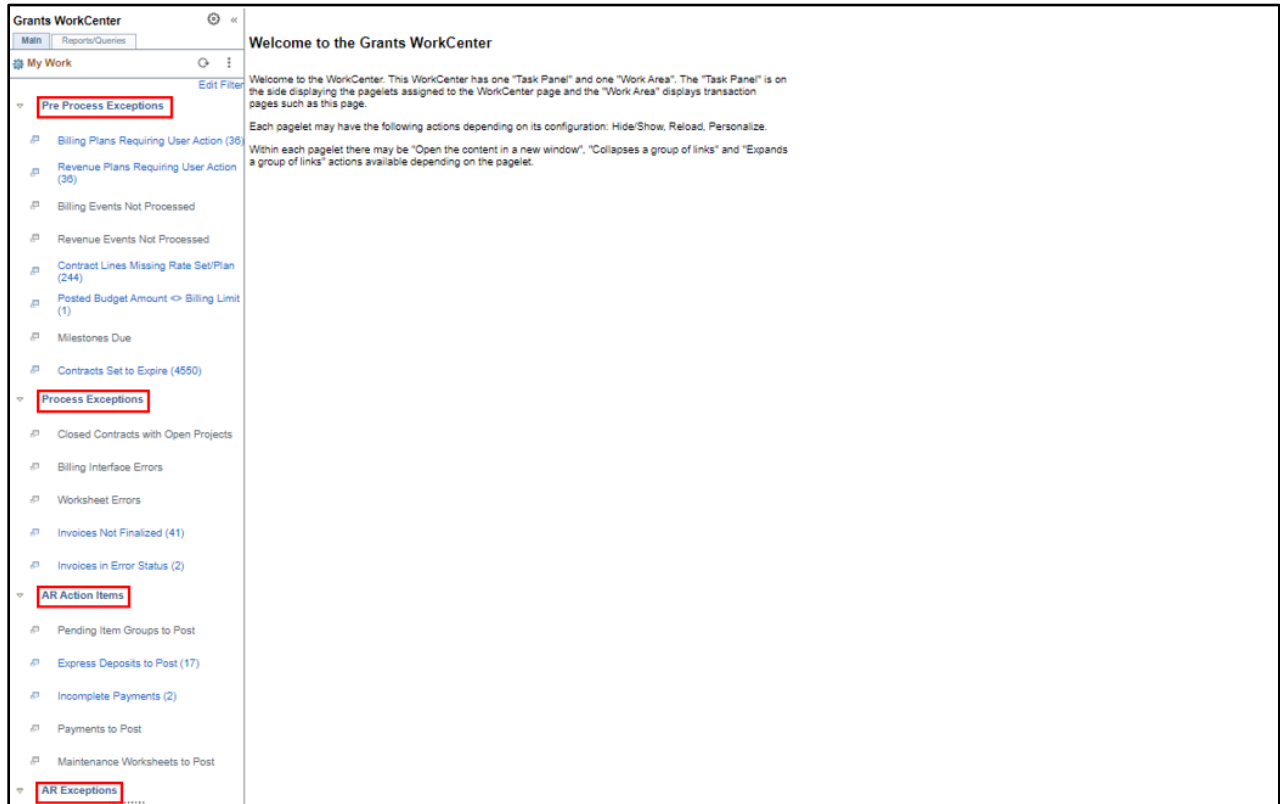
- To minimize the **Grants WorkCenter**, click the **Minimizing** button located next to the **Settings** button.



- **My Work.**

The **My Work** dropdown includes links to pages that an end user would need to access daily. Additionally, it can include exceptions and alters, where the user must take action.

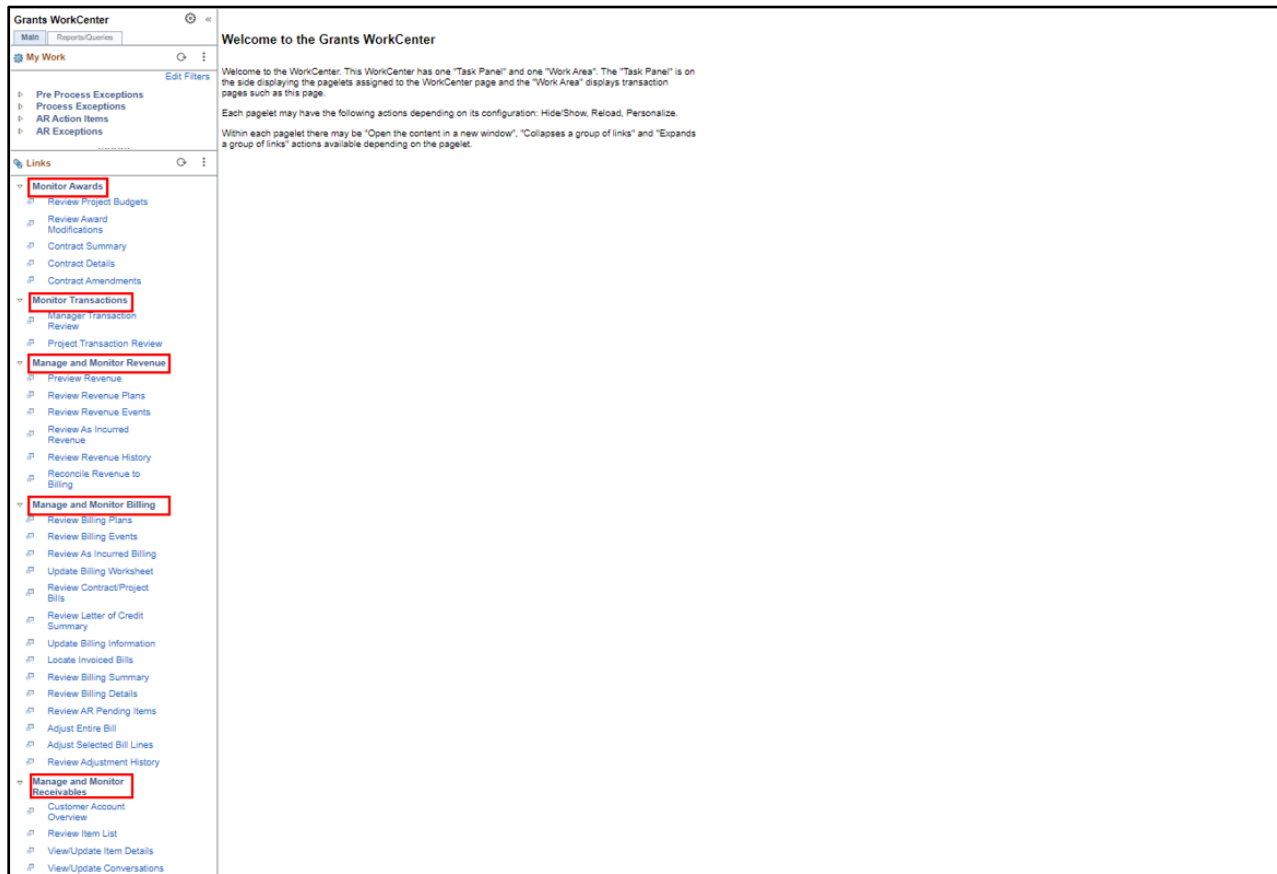
- **Pre Process Exceptions, Process Exceptions, AR Action Items, and AR Exceptions.**



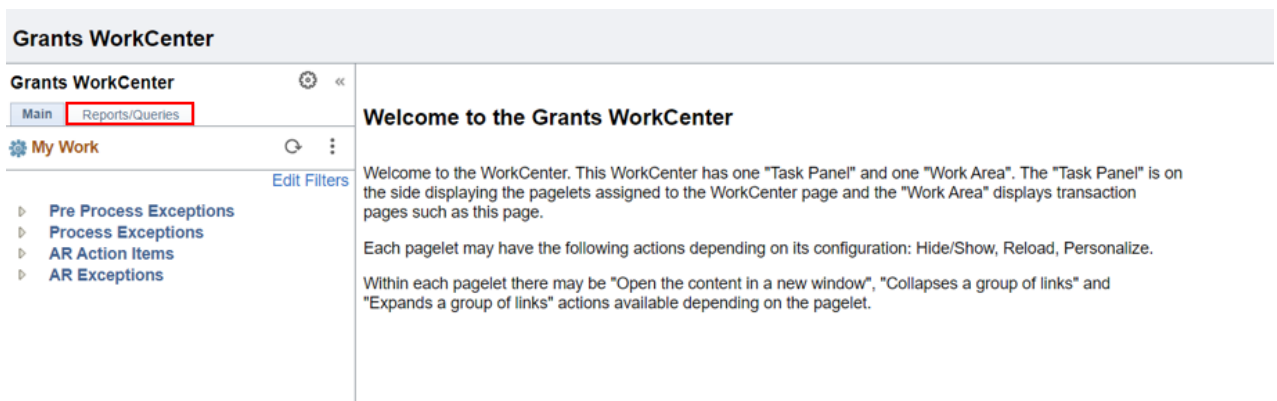
➤ **Links.**

The **Links** dropdown includes additional links to pages, or other areas of interest, for the user.

- **Enter and Maintain Proposals, Negotiate and Generate Award, Establish and Maintain Award, Modify Awards, Monitor Awards, Monitor Transactions, Manage and Monitor Revenue, Manage and Monitor Billing, and Manage and Monitor Receivables.**



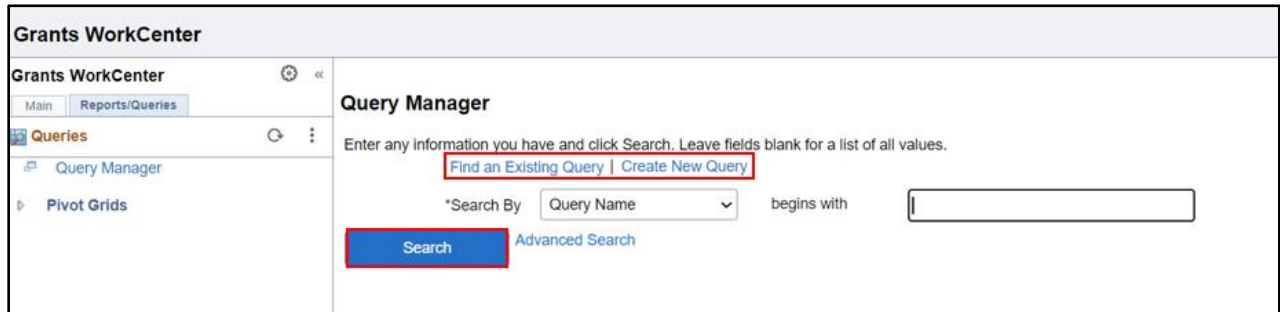
- **Queries.**
- **Click Reports/Queries.**



- **Query Manager**

The **Queries** section includes links to **Query Manager**, public and private queries, and pivot grids.

- Using the **Search** function, users can pull up existing queries.
- Users may also click the **Create New Query** instead of **Find an Existing Query** link. – Note: Only Central agency users can add their favorite queries to their Query manager. This functionality is NOT for EPM Queries.



➤ **Reports/Processes**

The **Reports/Processes** dropdown stores different reports and processes users may need to perform daily.

- **Reports, Process Transactions, Process Billing, Process Revenue, Review Grants Processing, Review PC Transactions, and Monitor.**

The screenshot displays the Grants WorkCenter interface. On the left is a navigation pane with a tree view under 'Reports/Processes'. Several items are highlighted with red boxes: 'Process Transactions', 'Process Billing', 'Process Revenue', 'Review Grants Processing Errors', 'Review PC Transactions Exceptions', and 'Monitor'. The main area on the right is a 'Pivot Grid' window. The grid header shows columns for 'Business Unit (Blank)', 'Source Type (Blank)', 'Subcategory (Blank)', 'Activity (Blank)', 'Category (Blank)', and 'Currency (Blank)'. A row is partially visible with the label 'Resource Amount ...'. The main content of the grid is empty, displaying the text 'No data to display'.