State of Tennessee

Department of Finance & Administration | Strategic Technology Solutions

Training Manual

for the

Completion of the EOFY Form – Grantees

Revision: January 30, 2025

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1. REVISIONS

REVISION	DESCRIPTION OF CHANGE	EFFECTIVE DATE
V01	Initial Release	05/01/2023
V02	Fluid Supplier Portal Update	01/30/2025

2. OVERVIEW

Currently, there are two forms that grantees are required to complete, Information for Audit Purposes (IAP) and End of Fiscal Year (EOFY) eForms. These forms replace the previous Notice of Audit and Parent/Child forms. To fill out these forms, Grantees will need to log in to their account on the Edison Supplier Portal. This document will walk Grantees through the process of completing the End of Fiscal Year (EOFY) within the supplier portal.

## 3. END OF FISCAL YEAR (EOFY) FORM

Immediately after their fiscal year has ended, Grantees will receive an email with a link to the End of Fiscal Year Audit Form. They will need to fill this form out within 30 days of receiving that email. Once users click that link, they will be taken to the supplier portal homepage. The remainder of this document will discuss the process of filling out the EOFY form.
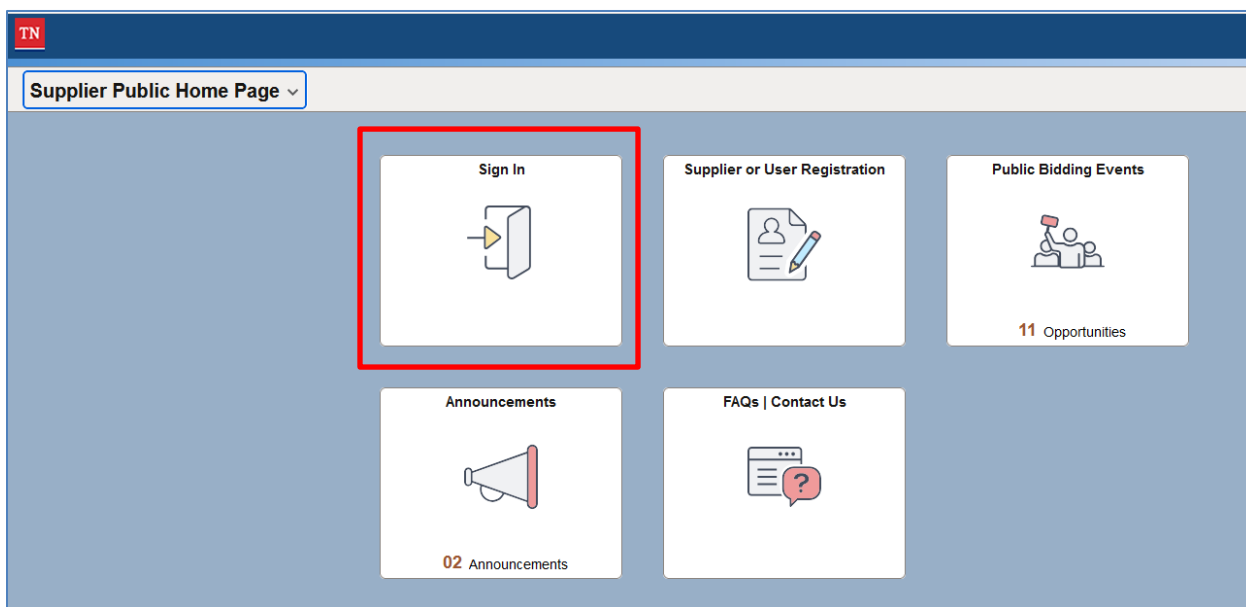
3.1. Logging Into the Supplier Portal

*NOTE: If accessing through the link in the email, you will be brought automatically to the Suppler Portal home page.

*NOTE: If not accessing through the link in the email, you will need to type in the URL below to access the Supplier Portal home page.

1. URL: www.edison.tn.gov

2. Click on the Supplier Portal Home Page box.
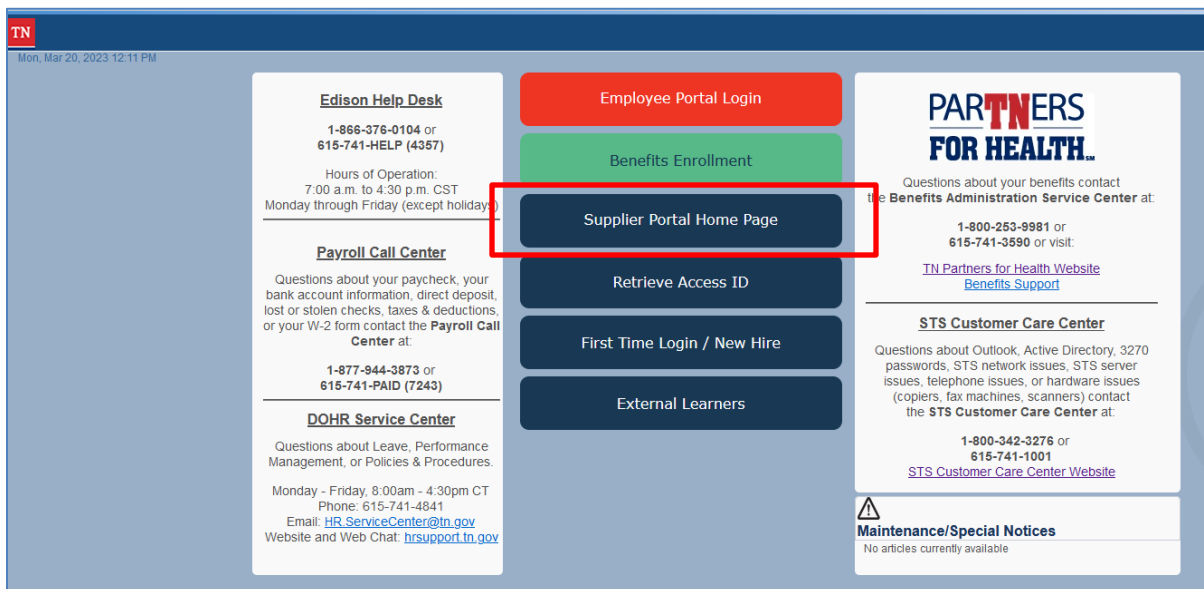
3. On the Supplier Portal, click the Sign In tile.

4. After clicking Sign In, the login page appears. In the Access ID field, enter the TN@ login. In the Password field, enter your password and click the Submit button to access the Supplier Portal home page.

3.2. Completing the EOFY Form

1. Once logged into the Supplier Portal click the GT eForms tile.
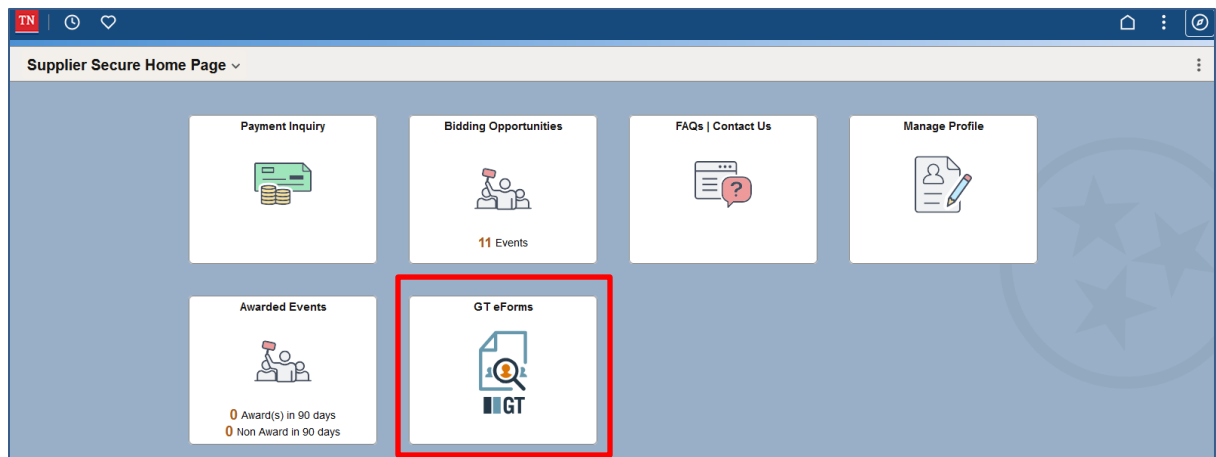
2. Click on the Grants Form – Add EOFY button.

3. For the EOFY form, the form type field will be prepopulated with AUDIT_EOFY; click the Search button.

4. After clicking Search, the results will display showing the active audit form. There should only be one result, but in the event, there is more than one, select the largest numbered Form ID.

Form ID	Form Type	Form Status	Direct Federal Funds Expended	Supplier ID	Is The Grantee A Parent	Grantee Is Subject To An Audit For The Current Fiscal Year	Federal Funds Expended Passed through the State of TN	Auditor's Name	Fiscal Day Start-Current	Fiscal Day End
1 100922	AUDIT_EOFY	Pending	0	0000002530	(blank)	(blank)	(blank)	(blank)	(blank)	(blank)

5. Click the Form ID link to view the form.

6. The End of Fiscal Year (EOFY) form only has a few fields since most of the information is on the IAP form. The form is broken down into the three sections.

    •   Grantee Information - this is very similar to the Grantee Information section subrecipients would have filled out in the IAP form; however, some fields are left out because they are not needed for this form.

    Grantee Information

    Grantee's Supplier Name [   ]

    Name of Primary Grantee Contact [   ]   Grantee's Edison Supplier ID [   ]

    Grantee Phone Number [   ]   Grantee Email Address [   ]

    Example: 555-555-5555   Example: supplier@companyname.com

        •   Grantee's Supplier Name – the Grantee's legal business name.

        •   Name of Primary Grantee Contact – the name of the person in the grantee's organization the State of Tennessee will reach out to if there are questions about this completed form.

        •   Grantee's Edison Supplier ID – the grantee's 10-digit supplier ID with the State of Tennessee.

        •   Grantee Phone Number – the phone number in the grantee's organization the State of Tennessee will reach out to if there are questions about this completed form.

        •   Grantee Email Address – the email address in the grantee's organization the State of Tennessee will reach out to if there are questions about this completed form.

    •   Expenditures – this Expenditures section was also on the IAP form, but likewise has fewer fields on the EOFY form.

    Expenditures

    Information entered should include expenditures for the entire fiscal year.

    Did you use any direct federal funds?   (Yes ◯)

    For this field, the grantee should enter the total amount of federal funds that were expended this fiscal year that were awarded directly from the federal government.

    Direct Federal Funds Expended [0.00]

    Did you use any federal funds that passed through another entity?   (Yes ◯)

    For this field, the grantee should enter the total amount of federal funds that were expended this fiscal year but not awarded from the State of Tennessee

    Federal Funds Expended Passed through another Entity [0.00]

    For this field, the grantee should enter the sum for total value of non-cash assistance awarded.

    Non-cash Assistance Expended for Federal Direct and Federal Passed through another Entity [0.00]

- Did you use any direct federal funds? - If the answer to this field is 'No' then the Direct Federal Funds Expended field will not display.

- Direct Federal Funds Expended – the grantee should enter the total amount of federal funds that were expended this fiscal year that were awarded directly from the federal government. This field will only display if the previous field was 'Yes'.

- Did you use any federal funds that passed through another entity? - If the answer to this field is 'No' then the Federal Funds Expended Passed through another Entity field will not display.

- Federal Funds Expended Passed Through Another Entity – the grantee should enter the total amount of federal funds that were expended this fiscal year that were not awarded directly from the State of Tennessee but were awarded from a third-party entity (other than the federal government directly).

- Non-cash Assistance Expended for Federal Direct and Federal Passed Through Another Entity – the grantee should enter the total amount of Direct Federal non-cash assistance they received during the fiscal year and Federal Non-cash Assistance Passed Through Another Entity. This does not include federal non-cash assistance passed through the State of Tennessee.

- Comments - the Comments section of the form is the final section, and it allows you to explain in further detail any of the information you previously entered on the form. Once you have completed this section it is a good idea to go back and review the information you have entered before submitting the form.

7. At the bottom of the form, you can either Save or Submit. The Save button will allow you to save the form as completed and come back to it later. The Submit button will submit the completed form. Once submitted, you will be taken to a section that confirms your form has been successfully submitted. Once submitted no further changes can be made to the EOFY form.

4. FOR FURTHER INSTRUCTION

If you have questions regarding the form, please contact CPO via email: CPO.Grants@tn.gov.

If you need assistant with your Access ID or password, please contact the Edison Help Desk at 615-741-HELP(4351).