

# State of Tennessee



Department of  
**Finance &  
Administration**

Strategic  
Technology Solutions

## Training Manual

for the

Completion of the IAP Form – Grantees

Revision: January 30, 2025

Prepared By:  
FSCM / Procurement / Procurement

## TABLE OF CONTENTS

<b>1. REVISIONS .....</b>	<b>3</b>
<b>2. OVERVIEW.....</b>	<b>4</b>
<b>3. INFORMATION FOR AUDIT PURPOSES (IAP) FORM.....</b>	<b>4</b>
3.1. LOGGING INTO THE SUPPLIER PORTAL.....	4
3.2. COMPLETING THE IAP FORM .....	5
<b>4. FOR FURTHER INSTRUCTION.....</b>	<b>11</b>

### DOWNLOADED AND/OR HARD COPY UNCONTROLLED

Verify that this is the correct version before use.

## 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 Information forms. To fill out these forms, subrecipient suppliers will need to log in to their account on the Edison Supplier Portal. This document will walk Grantees through the process of completing the Information for Audit Purposes (IAP) form within the supplier portal.

## 3. INFORMATION FOR AUDIT PURPOSES (IAP) FORM

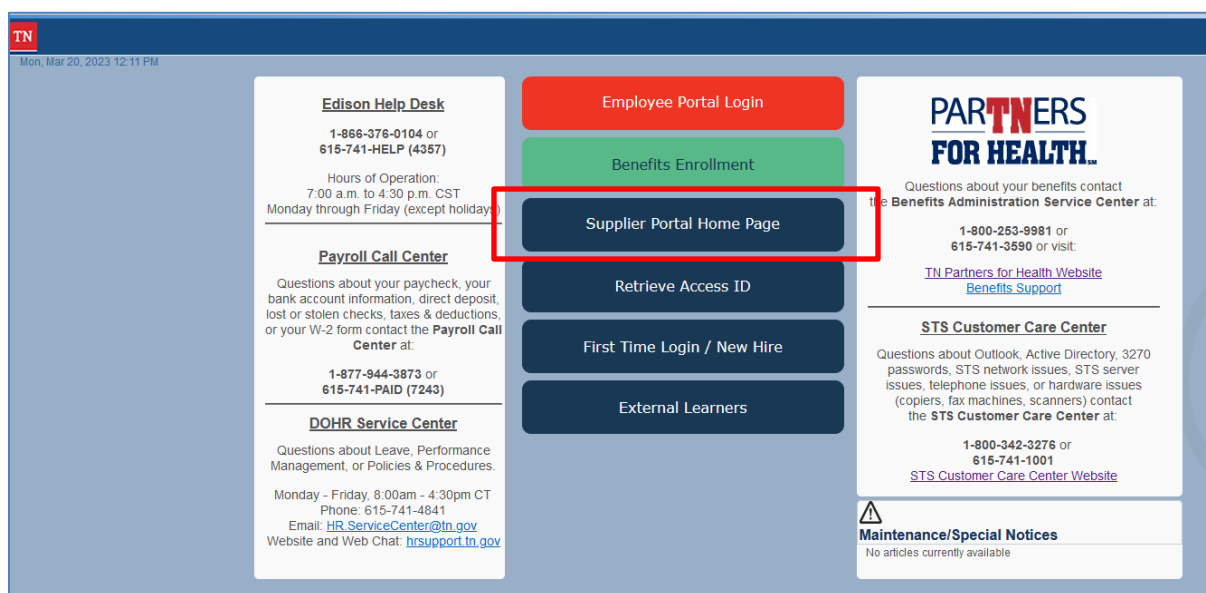
120 days before the fiscal year end date, Grantees will receive an email with a link to the Information for Audit Purposes (IAP) eForm. Once users click the link in the email, you will be taken to the Supplier Portal homepage. At least ninety (90) days before the end of its fiscal year, the Grantee shall complete the Information for Audit Purposes (IAP) form online (accessible through the Edison Supplier Portal) to notify the State whether the Grantee is subject to an audit. The Grantee should submit only one completed form online during the Grantee's fiscal year. Immediately after the fiscal year has ended, the Grantee shall fill out the End of Fiscal Year (EOFY) form (accessible through the Edison Supplier portal).

### 3.1. Logging Into the Supplier Portal

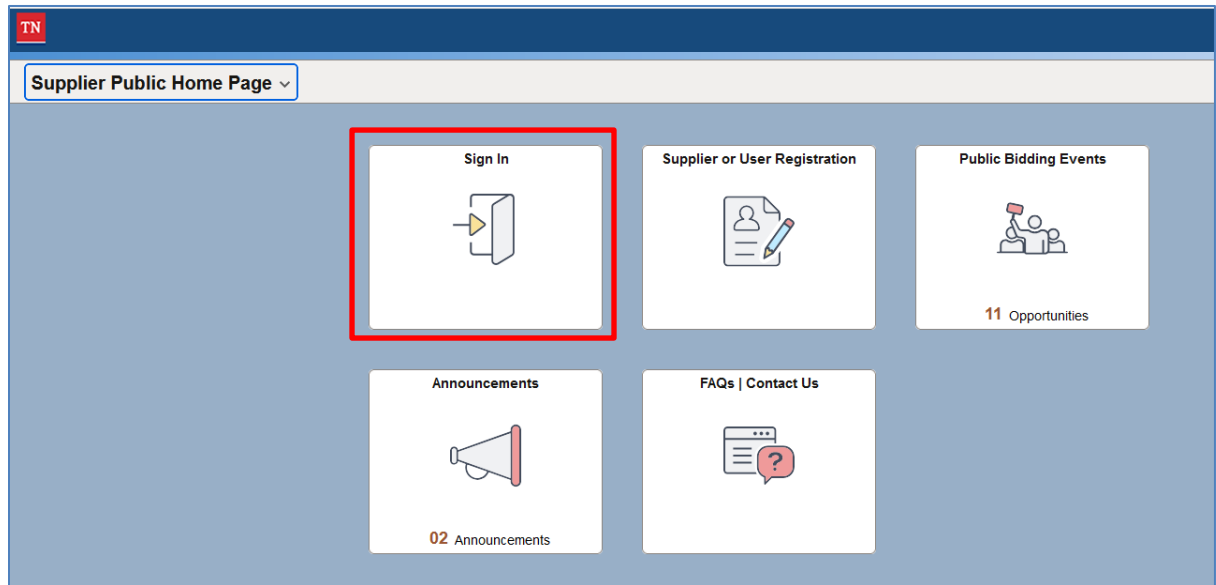
\*NOTE: If accessing through the link in the email, you will be brought automatically to the Supplier Portal home page.

\*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](http://www.edison.tn.gov)
2. Click on the Supplier Portal Home Page box.



3. On the Supplier Portal, click the Sign In tile.

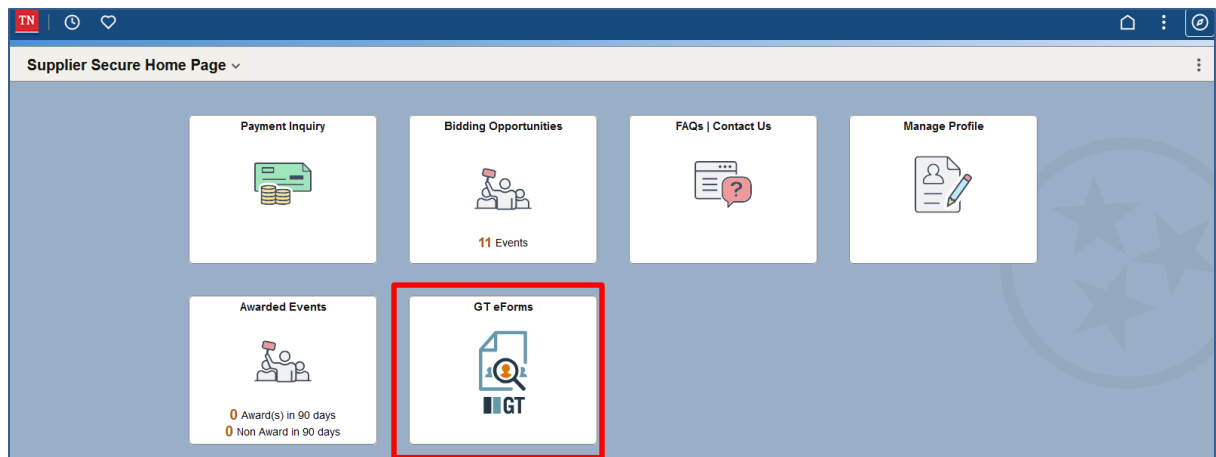


4. After clicking Sign In, the login page appears. In the Access ID field, enter the TN@ login. In the Password field, enter your password and click the Submit button to access the Supplier Portal home page.

The image shows the "Edison Login" page. It has a light blue background with a faint image of a person. The title "Edison Login" is at the top. Below it, there are two input fields: "Edison Access ID:" with the text "TN@TESTUSER" and "Password:" with masked characters. A blue "Submit" button is below the password field. At the bottom, there is a red link that says "Forgot Your Password?".

## 3.2. Completing the IAP Form

1. Once logged into the Supplier Portal click the GT eForms tile.



- The Grants Form – Add IAP is selected as the default. The form type field will be prepopulated with AUDIT\_FORM; click the Search button.

- 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	100934	AUDIT_FORM	Pending	0	0000002530	(blank)	(blank)	0	(blank)	(blank)	30

- Click the Form ID link to view the form.
- The Form ID, Form Name, and some brief instructions display at the top of the form.

- The form is broken down into multiple sections.
  - Grantee Information – all fields in this section are required (as denoted by the \* next to each field). As you progress, the form will automatically indicate what additional fields are required based on

your previous answers. When filling out the form, Grantees should try to be as thorough as possible. Any questions regarding the form should be directed to your Cognizant State Agency (typically the State agency whose funds comprise the greatest percentage of grants received by a Grantee).

Grantee Information	
Grantee Is Subject To An Audit For The Current Fiscal Year <input type="radio"/> No	*Grantee's Supplier Name <input type="text"/>
*Name Of Primary Grantee Contact <input type="text"/>	*Grantee's Edison Supplier ID <input type="text" value="0000074817"/>
*Grantee Phone Number <input type="text"/>	*Grantee Email Address <input type="text"/>
Example: 555-555-5555	Example: auditor@cpafirm.com
*Fiscal Month Start <input type="text"/>	*Fiscal Day Start <input type="text"/>
*Fiscal Month End <input type="text"/>	*Fiscal Day End <input type="text"/>

- Grantee is Subject to an Audit for the Current Fiscal Year – if the Grantee knows they will be subject to an audit this fiscal year, this will need to be marked as 'Yes'.
- 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.
- Fiscal Month Start – the first month of your organization's fiscal year. (For most, this is typically January or July).
- Fiscal Day Start – the date of the month your organization's fiscal year starts. (Typically, the 1<sup>st</sup>).
- Fiscal Month End – the last month of your organization's fiscal year. (For most, this is typically December or June).
- Fiscal Day End – the date of the month your organization's fiscal year ends. (Typically, the 30<sup>th</sup> or 31<sup>st</sup>).
- Expenditures – this Expenditures section captures some of the critical information the State of Tennessee uses to determine if a subrecipient is subject to an audit. Grantees should try to be as accurate as possible when filling out this information.

Expenditures	
Financial Information for the Edison Supplier ID Above only	
For this field, the grantee should enter the total amount of federal funds that were expended this fiscal year and awarded from the State of Tennessee	
Federal Funds Expended Passed through the State of TN	<input type="text" value="0.00"/>
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	<input type="text" value="0.00"/>
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	<input type="text" value="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	<input type="text" value="0.00"/>

- Federal Funds Expended Passed Through the State of TN – the Grantee should enter the total amount of federal funds that were expended this fiscal year that were awarded directly from the State of Tennessee.
- 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).
- 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.
- Value of Non-Cash Assistance Expended – the Grantee should enter the sum of the total value of non-cash federal assistance received by the entity. This does not include federal non-cash assistance passed through the State of Tennessee.
- Parent/Child Information – the Parent/Child Information section collects information on whether the Grantee is a parent or child and helps the state see the total amount of funds awarded to a Grantee.



**Parent/Child Information**

Is The Grantee A Parent ☐ No

\*Parent\* means an entity whose Financial Statements contains the information of at least one other entity.

Is The Grantee A Child ☒ Yes

\*Child\* means an entity whose financial information is contained in another entity's financial statements.

\*Parent Entity's Name

\*Parent Entity's Tax ID Number

Parent entity's contact information.

\*Name Of Primary Contact Person

\*Parent Contact Phone Number

Example: 555-555-5555

\*Parent Contact Email Address

grantee@companyname.com

- Is the Grantee A Parent – if the Grantee is a parent entity of other entities, this will need to be marked as 'Yes'; this will trigger additional fields later in the form.
- Is the Grantee A Child – if the Grantee knows they are the child of another entity, this will need to be marked as 'Yes'; this will trigger additional fields later in the form.
- Parent Entity's Name – the parent entity's legal business name.
- Parent Entity's Tax ID Number – the parent entity's 9-digit tax ID number. (Usually listed in the format 00-1234567).
- Name of Primary Contact Person – the name of the person in the parent's organization the State of Tennessee will reach out to if there are questions about this completed form.
- Parent Contact Phone Number – the phone number for the person in the parent's organization the State of Tennessee will reach out to if there are questions about this completed form.
- Parent Contact Email Address – the email address for the person in the parent's organization the State of Tennessee will reach out to if there are questions about this completed form.
- Children of Parent – the Children of Parent section is a continuation of the Parent/Child Information section. This section will only show if the answer to "Is the Grantee a Parent" is selected as 'Yes'. It allows parents to list the name of each child entity under the parent organization and their Employee Identification Number (EIN).

**Children of Parent**

List The Names And Employee Identification Numbers Of All Children Entities Under The Parent

1 row

Child Name	Child EIN	Insert A Row	Delete A Row
1 <input type="text"/>	<input type="text"/> 0	<input data-bbox="1117 1696 1156 1738" type="button" value="+"/>	<input data-bbox="1302 1696 1341 1738" type="button" value="-"/>

- Child Entity's Tax ID Number – the child entity's 9-digit Employee Identification Number (EIN).

- **Auditor Information** – the Auditor Information section collects information on the current auditor. This section is only required if the answer to “Grantee is Subject to an Audit for the Current Fiscal Year” is selected as ‘Yes’.

**Auditor Information**

Grantees required to contract for an audit with the Comptroller's Office:  
Audit firms and auditees must register for the Contract And Report System (CARS) to process audit contracts and to submit audit reports.  
<https://aeca.cot.tn.gov/CARS/>

Auditor's Name <input type="text"/>	Auditor's Address Line 2 <input type="text"/>
Auditor's Address Line 1 <input type="text"/>	Auditor's State <input type="text" value="▼"/>
Auditor's City <input type="text"/>	Auditor's Five Digit Zip Code <input type="text"/>
Auditor's Phone Number <input type="text"/>	Auditor's Email <input type="text"/>

Example: 555-555-5555 Example: auditor@cpafirm.com

- **Auditor's Name** – the audit firm's legal name.
- **Auditor's Address Line 1** – the first line of the auditor's address with street number and street name. (Example: 123 Main St.)
- **Auditor's Address Line 2** – the second line of the auditor's address (if applicable).
- **Auditor's City** – the city in which the auditor's address is located.
- **Auditor's State** – the state in which the auditor's address is located.
- **Auditor's Five Digit Zip Code** – the zip code in which the auditor's address is located.
- **Auditor's Phone Number** – the phone number for the auditor that the State of Tennessee will reach out to if there are questions about this completed form.
- **Auditor's Email** – the email for the auditor that the State of Tennessee will reach out to if there are questions about this completed form.

If the Grantee is subject to an audit, the Grantee shall obtain the Comptroller's approval before engaging a licensed, independent public accountant to perform the audit. The Grantee may contact the Comptroller for assistance identifying auditors.

The audit contract between the Grantee and the Auditor shall be on a contract form prescribed by the Comptroller. The Grantee shall be responsible for payment of fees for an audit prepared by a licensed, independent public accountant. Payment of the audit fees by the Grantee shall be subject to the provision relating to such fees contained within this Grant Contract. The Grantee shall be responsible for reimbursing the Comptroller for any costs of an audit prepared by the Comptroller.

All audits shall be performed in accordance with the Comptroller's requirements, as posted on its web site. When a federal single audit is required, the audit shall be performed in accordance with U.S. Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

A copy of the audit report shall be provided to the Comptroller by the licensed, independent public accountant. Audit reports shall be made available to the public. The Grantee shall also submit a copy of the audit report to any other parties directed by the grant contract (if applicable).

- **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.

A screenshot of a web form section titled "Comments" with a dropdown arrow. Below the title is a large, empty rectangular text area for entering comments. A small cursor icon is visible in the bottom right corner of the text area.

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 IAP form.
8. Suppliers will be notified after their fiscal year end when the End of Fiscal Year (EOFY) eForm is available for completion and submission.

## 4. FOR FURTHER INSTRUCTION

*If you have questions regarding the form, please contact CPO via email: [CPO.Grants@tn.gov](mailto:CPO.Grants@tn.gov).*

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