

GFOA Awards Management System (AMS) CAFR Application Submission Frequent Asked Questions

GFOA Member ID

Q: What is the link to the CAFR Registration form?

A: You can access the CAFR Registration form at

<https://estore.gfoa.org/imis15/CAFRAWARD/>.

Q: What information do I need to register?

A: You will need your username and password for GFOA's e-store to register. During registration you will be asked to verify your GFOA member ID and your government's GFOA member ID.

Q: I don't know what my GFOA username and password is. How can I find it?

A: Contact our member services team at membership@gfoa.org to obtain your username and a password reset if needed.

Q: What is GFOA's member ID?

A: GFOA's member ID is a unique number given to each individual and to each government that establishes an account with GFOA.

Q: Do I need a GFOA member ID to submit an application in the AMS?

A: Yes, all applicants need a GFOA member ID to submit an application.

Q: Is my GFOA member ID the same number I've used to submit previous CAFR applications?

A: Yes.

Q: How do I determine if I have a member ID? Or get one if I don't?

A: If you have applied to the CAFR Program in the past, your government's GFOA member ID number is located on the top right corner of the comments page that you received in your results package. If this is your first application or you cannot locate your previous comments, contact membership@gfoa.org for assistance in getting your GFOA member ID.

Login Credentials

Q: How do we get our login credentials to login to the Awards Management System?

A: There are two ways two ways to get login credentials:

1. Those who are getting ready to submit their 2019 CAFRs to the Awards Program will need to complete a CAFR Registration form, which can be found in GFOA's e-store at <https://estore.gfoa.org/imis15/CAFRAWARD/> When you have submitted the registration form, an email will be sent to you with a link to login to the AMS and submit an application.
2. Those who have already submitted their 2019 CAFRs and are waiting for results will be sent an email with a link to login to the AMS when the review of your CAFR is complete. (You will login to access the result package that has been generated by the AMS.)

Q: The CAFR Registration form asks for an iMIS ID and a Company ID. What's the difference?

A: The iMIS ID asked for here is your personal GFOA membership number, which will automatically be linked the government's membership number. Much of the information in the CAFR Registration form will auto-populate. Please be sure that all the information that does auto-populate is correct. Please note, this is the one time you'll be asked to enter your personal member number.

Q: Does it matter who completes the CAFR Registration form?

A: Yes. This is the person who will receive status notifications from GFOA that are generated by the AMS. The person listed as the Official Requesting Review in the Submitter Information section will receive invoices and receive a link to the results when the review is complete. Whoever completes the registration form and is associated with the government's AMS account will receive the automated notifications when the application is submitted and moves through the process.

Q: If we are waiting for the results of the review of our 2019 CAFR, we don't need to complete a CAFR Registration form. Who will receive the notifications that are generated by the AMS?

A: The person who was listed as the submitter on your application when you applied. If you would like to designate someone else as the primary contact, you may complete a CAFR Registration form (but again, there's no requirement to).

Q: Are you limited to 1 person from the entity having a login?

A: Logins are registered to the entity, not individuals, so there is just one login for each entity.

Q: Can the email address used to register be a group email?

A: Yes, a group email address can be used.

Q: Is it okay to set up an account now even though we are not ready to submit our CAFR yet?

A: Yes, you can set up your account at any time. Just ensure you hold on to the login credentials so you have them when ready to apply.

Q: What happens when we receive the first email after registering, or, if we haven't registered, the email that lets us know our results are ready?

A: That email will include a link to login to the AMS and a temporary password you will be asked to change the first time you do login. At that point, your AMS account will be established. You'll be able to apply; you'll be able to retrieve your result documents.

Extensions

Q: If we have already requested an extension and it was approved, do we have to ask for another one through this system as well?

A: No. If you have already received an extension, we will have imported that into this system. You will be able to submit your application without taking any other further action.

Q: How do I request an extension?

A: You will need to complete the CAFR Registration form

<https://estore.gfoa.org/imis15/CAFRWARD/> if you have not already completed it. When you've submitted the form, received the email, and logged into the AMS, click on the Start Process menu near the top of the screen. From the drop-down menu that appears, click the green "Start" button next to "CAFR Extension Request." Complete and submit the form you've opened.

Note: Though the form asks for it, you do not need to enter a Budget Adoption Date if you are

submitting to the CAFR Program. You will receive an email indicating if your request is approved and noting the extension date.

Application Submission

Q: How do we apply?

A: Once you've established login credentials, log into the AMS and click on the Start Process menu near the top of the screen. From the drop-down menu that appears, click the green "Start" button next to "CAFR Application." Complete and submit the form you've opened.

Q: Where do we go to access the AMS? Do we find the link on the GFOA website or will we be sent a link?

A: You will find links on GFOA's website that will allow you to access the AMS. In the email you receive with your login credentials, there will be links to the AMS. You may want to bookmark the system's urls in your browser.

Q: Can you complete the application and save it and allow someone else to submit it with the payment at a later time?

A: Yes, the application can be saved as a draft. Anybody with the government's login credentials to access the system could open the draft and submit it at a later time.

Q: Who should be logging in and filling out the application? Currently the Accounting Supervisor fills out the application and prints it. Then the CFO signs.

A: The Accounting Supervisor could still fill out the application and save the application as a draft. The CFO could then login, open the draft and sign the application, and submit it.

Q: Usually our CAFR submittal paperwork has my boss's name on it; however, I am the one who submits the CAFR packet for award review. We are both members of the GFOA. Is it better to submit the CAFR with the email address of the actual submitter?

A: The letter in the result packet indicating whether the government received the award will be addressed to the person designated as the submitter on the application. This is also the person who will receive invoices related to fees that are paid or due for the review and notification when the review has been completed.

Q: I am an auditor and currently I submit the applications on behalf of my clients. Can we continue to submit this way?

A: If the client has given you login credentials, you could login and complete the application, then save it as a draft. Your client would need to sign and submit the application.

Q: How will we submit the CAFR itself?

A: There is a button on the application that allows you to upload the CAFR to the application. The CAFR must be uploaded as a pdf document.

Q: Is there a size limit to how big the CAFR can be?

A: Currently, there is no limit on the size of a CAFR that can be uploaded; however, many browsers have a built-in maximum 2GB upload limit. Please don't send a CAFR that is that large. I'm not sure we would be able to lift it.

Q: Will we still be required to respond to prior-year comments?

A: Yes. There will be a button on the application that allows you to upload your responses. The responses must also be uploaded as a pdf document.

Q: Is there a way to print out the application before submittal so it may be reviewed by superiors?

A: Yes, the application can be saved as a draft and printed prior to submission. In addition, once you've submitted your application, you'll receive an electronic copy of the application.

Q: If I have questions while I am entering my application in the AMS, who should I contact?

A: You can reach our help desk at ams@gfoa.org.

Payment

Q: How do we pay the application fee?

A: The application fee can be paid by either credit card or check. If paying by credit card, you will immediately be directed to a portal through which you can make the payment online upon submission of the application; if paying by check, you will receive an invoice for the amount due.

Q: Do we have an option to use a Purchase Order number?

A: We don't currently have an option to enter a purchase order number. That may be added in the future. In the meantime, if you need your purchase order noted on the invoice, please send the system-generated invoice with your PO to ams@gfoa.org, and we will send an updated version of the invoice that includes the PO number.

Status and Results

Q: Our County submitted its CAFR via email before GFOA introduced the AMS. Will I get all the updates related to award through the AMS or via email?

A: You will receive an email indicating that your review has been completed. The email will include links to the AMS, and you will be able to access your result documents through the AMS.

Q: If the CAFR was submitted before the introduction of the AMS, who will receive that email?

A: The person listed as the submitter on the application the government sent.

Q: If the CAFR had been previously submitted, will I be able to track the progress of the review through the AMS?

A: The Check Status option will only be available for applications that were submitted in the AMS. You will receive notification that the review has been completed.

Q: Can more than one email address be notified of status?

A: Currently, the system allows just one email address in the notifications. We may add the ability to send to multiple email addresses in the near future.

Q: Will the repository save CAFRs the government submitted in prior years? How long will CAFRs be saved?

A: The repository will save all CAFRs that are submitted in the system. They will be retained indefinitely.

Q: For continuity purposes, is the repository linked to the government's iMIS ID?

A: Yes. iMIS is the previous software system we used to process reviews. The government's iMIS ID is the same as the government's membership number. That will not change.

Q: If we need clarification related to CAFR comments then do we communicate thru this system.

A: If after reviewing your comments you would like to speak to someone to obtain clarification, please call GFOA's Technical Services Center at 312-977-9700 or send an email to cafrprogram@gfoa.org, and we will connect you with one of the reviewers who reviewed your CAFR.

Q: Will we still receive the medallions we can put on our plaques that indicate the years our government has received the certificate?

A: Yes, medallions and plaques will still be part of your award package. These will be sent separately by mail.

Other

Q: Once we have submitted, will the information entered on that submission be "pre-loaded" in the subsequent application?

A: We will look into pre-populating applications next year to streamline data entry.

Q: Will the AMS be used for the PAFR and Budget award programs also? If so, what is the timeline for those? Will the login be the same?

A: We plan to bring our other Award Programs onto the AMS over time. We will begin to transition to the PAFR Program next, followed by the Budget Program. At this time, we don't have a firm timeline for when each will transition. When they do, governments will have only one AMS account, only one login for all programs. Through that one account, governments will be able to apply to any or all of GFOA's Awards Programs that have transitioned to the AMS.