



# **AMIS TRAINING MANUAL**

## **AEBEA: Uses of Bank Enterprise Award Program Award Report Completion (For BEA Recipients)**

*March 2017*

## Table of Contents

1	Introduction .....	3
2	BEA Program Compliance Reporting .....	4
2.1	Uses of BEA Program Award Report .....	4
2.2	Create New BEA Compliance Transactions.....	7
2.3	Submit the Uses of BEA Program Award Report .....	10

## Table of Figures

Figure 1.	Awards Tab - Home Page .....	4
Figure 2.	Awards Detail Page - Uses of BEA Related List .....	4
Figure 3.	Use of BEA Related List .....	5
Figure 4.	Use of BEA Edit Page .....	5
Figure 5.	Use of BEA Detail Page - BEA Compliance Transactions .....	6
Figure 6.	BEA Compliance Transactions Section .....	7
Figure 7.	New BEA Compliance Transaction Record Type Page .....	7
Figure 8.	BEA Compliance Transaction Record Type Categories .....	8
Figure 9.	BEA Compliance Transaction Edit Page .....	9
Figure 10.	BEA Compliance Transactions Related List .....	9
Figure 11.	Use of BEA Detail Page.....	9
Figure 12.	Use of BEA Detail Page - Submitted Use of BEA Locked Record.....	10

## 1 Introduction



*AE101: Getting Started – Navigating AMIS (for External Users)* is a pre-requisite for this training manual.

The purpose of this training manual is to provide instructions for Bank Enterprise Award Program (BEA Program) Recipients to submit the Uses of BEA Program Award Report to the Community Development Financial Institutions Fund (CDFI Fund). The Recipient is required to use the BEA Program Award by the end of its Performance Period to demonstrate it has met its Performance Goal. The organization must submit the required Performance Report to the CDFI Fund by the date set forth in its Assistance Agreement. Information regarding the Performance Report, Schedule, and Performance Goal can be found in Schedule 1, Sections A and B of the Assistance Agreement.

The Uses of BEA Program Award Report is completed in the Awards Management Information System (AMIS). Once the Uses of BEA Program Award Report is submitted, the CDFI Fund will review the report and render a compliance determination.

It is important to note:

- Required data fields are typically indicated with a red bar (“ | “). However, not all required fields are indicated as such; other fields may also be required based upon validation rules.
- Errors and missing information are validated upon saving information and/or submitting the entered information. The errors may be identified via a message in red at the top of the page and/or red highlights in the fields themselves.
- This user guide only covers completing the Uses of BEA Program Award Report. Please refer to [Getting Started – Navigating AMIS](#) to learn, in detail, how to access AMIS. This user guide can be accessed by visiting <https://amis.cdfifund.gov/s/Training>.

## 2 BEA Program Compliance Reporting

### 2.1 Uses of BEA Program Award Report

To get started on the Uses of BEA Program Award Report:

1. Log into AMIS and navigate to the **Awards** tab.
2. Click the **Award Name**<sup>1</sup> link.

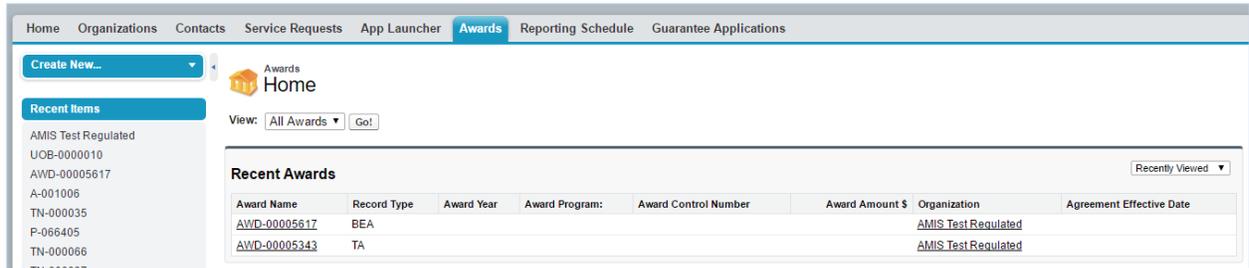


Figure 1. Awards Tab - Home Page

3. You will be forwarded to the **Awards Detail** page, click the **Uses of BEA** link to begin the Uses of BEA Program Award Report.

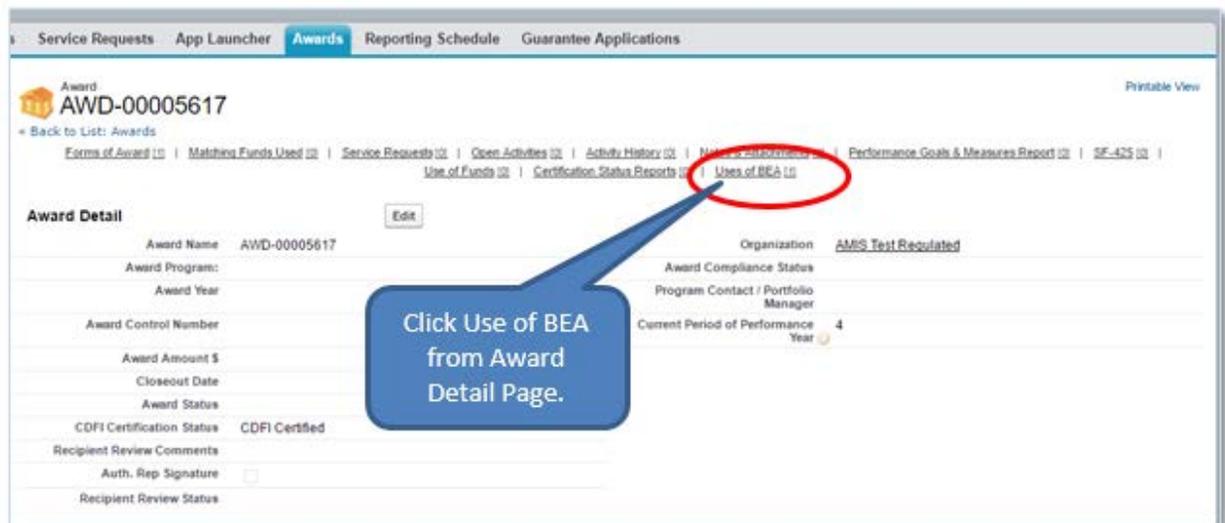


Figure 2. Awards Detail Page - Uses of BEA Related List

4. Select the **New Use of BEA** button.

<sup>1</sup> When font is **bold**, it is referencing an AMIS link.

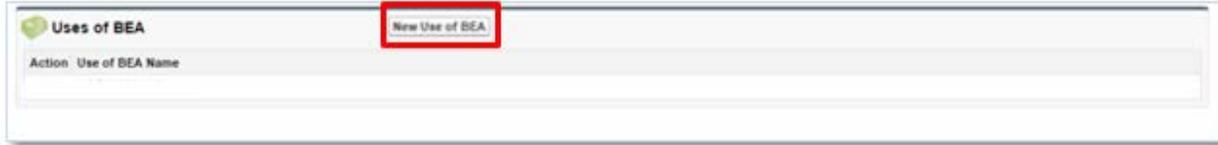


Figure 3. Use of BEA Related List

5. You will be forwarded to the **New Use of BEA** edit page.
  - a. Confirm the **Award** AWD-number field is populated. Please note this is an AMIS generated record identification number and is not your BEA Award Number.
  - b. If the Recipient has not expended its BEA Program Award on Authorized BEA Program Activities by the end of the Performance Period, and there are no qualified transactions to report, click the **No Qualified Transactions to Report** checkbox. Please note that automatic compliance checks have been built into this report. You will not be able to submit the report if either the **No Qualified Transactions to Report** box is checked (if there are not any) or if the amount of qualified transactions does not equal or exceed the Award amount.
6. Select the **Save** button to save the **Use of BEA** record.



Figure 4. Use of BEA Edit Page

7. You will be forwarded to the **Use of BEA Detail** page. Here you will enter **New BEA Compliance Transactions**. All of the fields on this **Use of BEA Detail** page will be automatically populated based on information entered in the **New BEA Compliance Transactions**.

Back to Award: AWD-00005617

Use of BEA  
**UOB-0000010**  
+ Back to Award: AWD-00005617

Printable View

**BEA Compliance Transactions (2)**

**Use of BEA Detail** [Edit] [Clone] [Submit Use of BEA]

Award	AWD-00005617	Use of BEA Name	UOB-0000010
Organization	AMIS Test Regulated	Report Status	Approved
Award Control Number			
Date Submitted	12/20/2016		
Report Due Date			
Performance Period Start Date	12/2/2015		
Performance Period End Date	3/31/2016		
Total Award Amount	\$0.00		
Total Qualified Transaction Reports	\$20,412.00		
No Qualified Transactions to Report	<input type="checkbox"/>		
Created By	Layana Kanchadapu, 12/20/2016 10:26 AM	Last Modified By	Tiana Miller, 1/16/2017 8:11 PM

[Edit] [Clone] [Submit Use of BEA]

**BEA Compliance Transactions** [New BEA Compliance Transaction]

Action	Transaction Name	Record Type	Total \$ Amount	Transaction Date	Qualified
--------	------------------	-------------	-----------------	------------------	-----------

Figure 5. Use of BEA Detail Page - BEA Compliance Transactions

## 2.2 Create New BEA Compliance Transactions

1. To report a BEA qualified transaction, click the **New BEA Compliance Transaction** button. Recipients are required to enter each qualified transaction separately.



Figure 6. BEA Compliance Transactions Section

2. Select a **BEA Compliance Transaction Record Type** from the pull-down menu and then select the **Continue** button. See **Figure 8. BEA Compliance Transaction Record Type Categories** below for the list of available **BEA Compliance Transaction Record Types**.

The screenshot shows a page titled "New BEA Compliance Transaction" with a sub-heading "Select BEA Compliance Transaction Record Type". Below the heading, there is a prompt: "Select a record type for the new bea compliance transaction." The main section is titled "Select BEA Compliance Transaction Record Type" and contains a label "Record Type of new recor" followed by a dropdown menu showing "AHD". A red circle is drawn around the dropdown menu, and a red arrow points to it from the right. At the bottom right of the form, there are two buttons: "Continue" and "Cancel". The "Continue" button is highlighted with a red rectangular box.

Figure 7. New BEA Compliance Transaction Record Type Page

Available BEA Compliance Transaction Record Types	
Record Type Name	Description
AHD	Affordable Housing Development Loans and Project Investments
AHL	Affordable Housing Loans
CEI	Equity Investments
CG	Grants Made to Certified CDFI's
CRE	Commercial Real Estate Loans and Project Investments
CS	Community Services
D	Deposits
DS	Deposit Shares
EDU	Education Loans
ELL	Equity-Like Loans
FS	Financial Services
HIL	Home Improvement Loans
LNS	Loans
SBL	Small Business Loans and Project Investments
SDL	Small Dollar Consumer Loans
TAC	Technical Assistance Made to Certified CDFI's
TFS	Targeted Financial Services
TSP	Targeted Retail Savings / Investment Products

Figure 8. BEA Compliance Transaction Record Type Categories

3. You will be forwarded to the **BEA Compliance Transaction Edit** page. Complete the mandatory data fields. Please note, required mandatory data fields are dependent upon the **BEA Compliance Transaction Record Type** selected.
4. Click the **Save** button when complete.
  - a. Select the **Save & New** button to create another **New BEA Compliance Transaction**, as needed (see **Figure 9. BEA Compliance Transaction Edit Page** below)
  - b. A new **BEA Compliance Transaction** can be created from the **Use of BEA Detail** page by clicking **New BEA Compliance Transaction** (see **Figure 10. BEA Compliance Transactions Related List** below)
  - c. The BEA Compliance Transaction record(s) will be saved on the **Use of BEA Detail** page.

Figure 9. BEA Compliance Transaction Edit Page

Action	Transaction Name	Record Type	Total \$ Amount	Transaction Date	Qualified
Edit   Del	BCT-0000001		\$20,000.00	12/20/2016	No
Edit   Del	BCT-0000030	D	\$400.00	12/14/2016	Yes
Edit   Del	BCT-0000031	AHD	\$12.00	1/5/2016	No

Figure 10. BEA Compliance Transactions Related List

- Repeat steps 1-6 until all qualified transactions have been entered. Once all BEA compliance transactions have been entered, the Uses of BEA Program Award Report is complete and may be submitted. Options are available to **Edit** or **Delete** each record, as needed.

Action	Transaction Name	Record Type	Total \$ Amount	Transaction Date	Qualified
Edit   Del	BCT-0000001		\$20,000.00	12/20/2016	No
Edit   Del	BCT-0000030	D	\$400.00	12/14/2016	Yes
Edit   Del	BCT-0000031	AHD	\$12.00	1/5/2016	No

Figure 11. Use of BEA Detail Page

## 2.3 Submit the Uses of BEA Program Award Report

1. From the **Use of BEA Detail** page, click the **Submit Use of BEA** button to submit the Uses of BEA Program Award Report.
  - a. Once submitted, the report will be locked and made available for review to the CDFI Fund. Once locked, no further edits can be made to the report. If you need the report unlocked to make a correction, please submit a Service Request via your organization’s AMIS account.
  - b. To confirm the report has been submitted, refer to the **Date Submitted** and **Report Status** fields. The **Date Submitted** field will populate with the date the report is submitted and the **Report Status** field will populate with “Submitted.”
  - c. Automatic compliance checks have been built into the Uses of BEA Program Award Report. If you receive an error when submitting, please review the error messages, correct the data as needed, and resubmit.

Back to Award: AWD-00005617

Use of BEA  
UOB-0000010

Back to Award: AWD-00005617

BEA Compliance Transactions (2)

Use of BEA Detail

Award: AWD-00005617

Organization: AMIS Test Regulated

Use of BEA Number: UOB-0000010

Report Status: Approved

Date Submitted: 12/20/2016

Performance Period Start Date: 12/2/2015

Performance Period End Date: 3/31/2016

Total Award Amount: \$0.00

Total Qualified Transaction Reports: \$20,412.00

No Qualified Transactions to Report:

Created By: Lavanya Kanchadapu, 12/20/2016 10:26 AM

Last Modified By: Tiana Miller, 1/16/2017 8:11 PM

BEA Compliance Transactions

Action	Transaction Name	Record Type	Total \$ Amount	Transaction Date	Qualified
Edit   Del	BCT-0000001		\$20,000.00	12/20/2016	No
Edit   Del	BCT-00000030	D	\$400.00	12/14/2016	Yes
Edit   Del	BCT-00000031	AHD	\$12.00	1/5/2016	No

Figure 12. Use of BEA Detail Page - Submitted Use of BEA Locked Record