AMIS TRAINING MANUAL

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

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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.

Disclaimer: The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.
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 click on the Awards tab.

![Figure 1. Awards Tab - Home Page](image1.png)

2. Click on the Related tab.

![Figure 2. Award Detail Page - Related Tab](image2.png)
3. Scroll to the **Uses of BEA** section and select **New**.

![Figure 3. Uses of BEA - New](image)

4. 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.

5. Select the **Save** button to save the **Use of BEA** record.

![Figure 4. Uses of BEA Edit Page](image)
1. You will be forwarded to the **Use of BEA Detail** page. 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**.

![Figure 5. Uses of BEA Detail Page](image)

### 2.2 Create New BEA Compliance Transactions

1. To report a BEA qualified transaction, click on the **Related** tab.

![Figure 6. Uses of BEA Related Tab](image)
2. Scroll to the **BEA Compliance Transactions** section and select **New**. Recipients are required to enter each qualified transaction separately.

![Figure 7. BEA Compliance Transactions - New](image)

![Figure 8. New BEA Compliance Transaction Record Type Page](image)
4. 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.

5. 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)
Figure 10. New BEA Compliance Transaction Page 1
c. The BEA Compliance Transaction record(s) will be saved on the Use of BEA Detail page.

6. 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.
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.