Grants Data Management – Best Practices

The Department of Financial Services, Division of Accounting and Auditing (A&A) has combined efforts with the Florida PALM Agency Advisory Council to collect information to develop guidance and best practices for agencies to analyze and manage legacy data in preparation for implementation into Florida PALM. The information contained in this list discusses the best practices identified by multiple agency subject matter experts for Grants and data management.

Things to consider:

Grant Management Best Practices

Create and maintain detailed desk procedures for establishing, monitoring, and closing out grants. Within these procedures be sure to include:

- Agency policy,
- How to determine correct funding, data codes, and what information needs to be included,
- Requirements Checklist (if applicable),
- Agency templates (if applicable),
- Communication expectations,
- Program and Finance and Accounting roles,
- Monitoring activities,
- Reconciliation activities, including systems and reports which are involved and need to be included in reconciliation,
- How discrepancies should be addressed,
- Cadence for when these activities should be performed, and
- Close out checklist.

When setting up grants, it may be helpful to establish a numbering convention among grant types to help standardize data.

In addition to standardizing Grant IDs, it may also be helpful to standardize other operations, such as how a grant is added in FLAIR or FACTS and the required reconciliation activities among all grants. Standardizing grant reconciliation activities can help manage financial reporting.

Ensure that all parties involved with the grant understand their roles and expectations during the life of the grant. Training may be needed for decentralized agencies or Program Offices.

Ensure Program Offices have a clear understanding of the expectations for appropriate submission of invoices for payment. It is particularly important near the end of a grant to ensure a timely closeout.

When closing out grants, ensure the following:

- All payments have been made to the vendor(s) and all revenues or refunds associated with them have been collected.

- Reconcile for outstanding Encumbrances, Purchase Orders (POs), receivables have been collected and marked received, and assets have been properly transferred or updated so the grant data code, or other agency codes used for the grant, can be marked inactive.
- Once all appropriate items have been closed out, inactivate data codes that should no longer be used. .
- If Grant ID is coded to an expansion option, the expansion option will need to be updated and/or deactivated.
  - **Please note:** If you deactivate the current version of an expansion file, an agency can no longer add versions to that expansion file. Previous versions in an active status can still be used in transactions, but they cannot be updated.

Grant Data Management

Monitor and review grant data on a regular cadence to confirm that the data elements tied to the grant are still active and valid.

When monitoring grants and agreements, ensure that the vendor information is still valid and accurate in the Statewide Vendor File.

In order to keep all systems in sync, reconciliations should be made among all applicable systems: FLAIR, FACTS, Ariba on Demand, and other agency business systems that may be used. All systems should reflect the same activities and data elements.

When correcting transactional errors, it is important to understand the data codes used on the original transactions, the data codes that should be on the correcting entry, and if FACTS needs to reflect the update. To update FACTS certain FLAIR fields must be used:

- **Transaction 30s** - Must include the grant number. To create an audit trail, the original deposit number should be included in the Other Doc Field.
- **Transaction 96s** - Must include the grant number in the Grant Field and the State Doc Field must include the Statewide Document Number of the original transaction. To create an audit trail, the original deposit number could be included in the Other Doc Field.
- **Transaction 10s** – Must include the grant number in the Grant Field and the State Doc Field must include the Statewide Document Number of the original transaction, and the general ledger must be within the 6XXXX series (Revenue GL). To create an audit trail, the original deposit number could be included in the Other Doc Field.

Over the next two years, continually evaluate your agency's grant data and monitoring activities to align operations with future state and to maintain good, accurate data for conversion.

For additional information on A&A's Data Management's Workgroups, as well as available resources to assist with data management, please visit our Data Management Workgroups webpage.