90.2 Create and Maintain Grants

Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services

Date: 01/24/2022
Revision: 1.1

Revision History

Version	Date	Revision Notes
1.0	11/18/2021	Draft
1.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

Table of Contents

General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces and Key Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger Impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step. Interface IDs are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Stakeholder Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams, however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

Dependencies and Constraints

- Agencies will establish Sponsored Projects within the Grants Module.
- Expense transactions that utilize a Fixed Capital Outlay Category (14****, 08****) will require a valid Project ChartField value to be included on the transaction.
- Each Grant requires at least one Project and Budget ID (Activity)
- State agencies are responsible for maintaining accounting records necessary for the effective management of their programs and functions

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- The Assistance Listing Number (ALN), formerly Catalog of Federal Domestic Assistance (CFDA), is maintained by the federal government. Any new Assistance Listing numbers added to Florida PALM must be present on the federal ALN list and requires DFS review and approval.
- The Catalog of State Financial Assistance (CSFA) is assigned and maintained by DFS. Any new CSFA numbers added to Florida PALM requires DFS review and approval.
- Agencies continue to use their current processes for identifying Grant funding opportunities and application processes

Business Process Overview

This business process addresses the set up and maintenance of Grant awards and the associated project ChartField for fiscal management. This business process is within the Projects and Grants Management (PGM) Business Grouping. PGM includes a collection of business processes which:

- Manage reporting and analysis of Operating and Capital Projects;
- Manage administration of Grant Awards and associated Sponsored Projects; and
- Support F&A (indirect costs) processing, Sponsor billing and Federal Financial Reporting.

This business process supports the establishment and identification of an award, establishing grant level budget plans to support the need for detailed accounting records for state and federal financial assistance. This process also supports financial reporting and internal controls.

The business subprocesses include:

- 90.2.1 Establish Award Profile
- 90.2.2 Add or Modify ALN or CSFA
- 90.2.3 Maintain Award Contract and Billing
- 90.2.4 Monitor and Closeout Award

Section 215.97, Florida Statutes (F.S.) and 2 Code of Federal Regulations (CFR), Part 200 requires the state to account and track state and federal financial assistance at a level adequate to establish that such funds have been used according to state and federal statutes, regulations and terms and conditions of the award.

Grant Awards represent federal or state financial assistance and are a collection of sponsored projects that are used to track the grant financial activities and performance. Awards are established within Florida PALM through the proposal pages which will systematically create the underlying customer contract, the associated project and ChartField value, as well as the final award profile.

The sponsored project becomes the Project ChartField value that is used on related transactions. The Project ChartField effective dates are derived from the sponsored project Start and End Dates entered during the Proposal. Likewise, the ChartField status is related to the sponsored projects status that is updated throughout the business process. The Award profile contains the general information for the Grant Award and provides funding and budget inquiry screens to allow users to view Award information online. The Award Profile also provides the ability to attach Grant Award documents. The Customer Contract is used for linking a sponsored project to an established award.

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Sponsored projects can be viewed and reported on via processes within the 90.1 Create and Maintain Projects business processes. However, sponsored project budgets, which make up the Grant award budget, can only be viewed and updated from the Grants Module.

The Grants Portal will provide users with an online reporting tool that will display Award data in various ways. The Grants Portal will display cumulative Grant data, including life-to-date budgets, and expenditures, current encumbrance balances, burn rates and additional data. The Grants Portal will provide summary data with the ability to drill down to details.

Integration with agency business systems will allow for agencies to send grant data to Florida PALM for the creation of the grant components, including the project ChartField. Florida PALM will also send information back to those agency business systems after the award creation has occurred.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either an agency - based or within Department of Financial Services (DFS), and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

90.2.1 – Establish Award Profile

Table 1: Establish Award Profile

90.2.1 – Establish Award Profile	
Module	**Grants Management**
Related Module(s)	**Project Costing, General Ledger, Commitment Control**
Swim Lanes – Definition	**Agency GM Processor:** agency role responsible for entering information on the Grant Proposal and entering the sponsored project budget. **Agency GM Maintainer:** agency role responsible for reviewing a proposal, generating the award and finalizing the budget, including correcting any commitment control errors.

Process Step ID	Process Step Title	Description of Process
1	Receive Grant Agreement	Agencies will receive a fully executed grant agreement prior to creating a Proposal within the Florida PALM system.
2	Enter General Grant Information	Proposals can be created online using a blank proposal or copying an existing proposal or template, to make entering similar awards easier.

Process Step ID	Process Step Title	Description of Process
		The Agency GM Processor will assign a Proposal ID and enter the general grant information such as title, sponsor, grant description, period of performance, and budget periods. The Proposal ID will become the Award ID during the Generate Award process so agencies should assign the Proposal ID with that in mind. If the Assistance Listing Number (ALN) or Catalog for State Financial Assistance (CSFA) numbers associated with the grant are not configured, the Agency Grant Processer will save the proposal and follow 90.2.2 Add or Modify ALN or CSFA subprocess to submit a request to DFS for a new number to be configured.
3	Inbound FACTS Grant Data	Information from FACTS will be interfaced to Florida PALM to capture grants entered directly into FACTS. This interface will establish a Grant Proposal in pending status and Agency GM Processors will need to complete the proposal process within Florida PALM in order to generate an award and establish the Project ChartField Value.
4	Load Grant Information	Information interfaced to Florida PALM will be edit checked to ensure all configured values passed from the interface are valid.
5	Enter Sponsored Project Information	Florida PALM requires that at least one project is established for a grant award. The Agency GM Processor will assign a Project ID using the first two digits of the Agency Business Unit (BU), as well as adding a title and long description for the Project. This project information will be used to populate the Project ChartField table, within General Ledger module, to create the Project ChartField value.
6	Enter Budget Information	The Agency GM Processor will establish the Grant Budget by assigning Budget IDs to each Project. These Budget IDs will become the project's activities within the Project Costing module. For each Budget ID (Activity) the Agency GM Processor will assign budget items and amounts to establish the grant's total budget. Chart of Accounts (COA) values are then entered for each budget item and are used to create budget journals to be posted to the appropriate Grants and Projects ledger within Commitment Control (KK). The Grants and Project Ledger is independent of the Appropriations Ledger and will be used to establish budget for the life of the Grant.
7	Submit Proposal	A proposal must be in Submitted status in order to be picked up by the Generate Award process. The Agency GM Processor will submit the Proposal, which will notify the Agency GM Maintainer via worklist alerts and reports, that a proposal is in submitted status. Once the Proposal is submitted, the Proposal cannot be edited.

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Process Step ID	Process Step Title	Description of Process
8	Review Proposal	The Agency GM Maintainer will review the Proposal to ensure all required information is included per the agency's business process. If there is a need for additional information, the Agency GM Maintainer will return the Proposal to Pending Status for the Agency GM Processor to update.
9	Inbound Grant Data	Information to establish a new Award can be interfaced directly from Agency Business Systems (ABS) using Inbound Grant Information from ABS interface. The interface from ABS should contain all information that will allow the system to generate the Award resulting in the Customer Contract, Award Profile, and Project ChartField to be created.
10	Load Grant Information	Information interfaced from Agency Business Systems will be edit checked to ensure all configured values are valid and that all data needed to generate the award are included.
11	Generate the Award	Once the Proposal contains required information, the Agency GM Maintainer will generate the award. The Award Generation process within Florida PALM will take information from the Proposal and create an Award Profile and the Award Contract. The project details from the Proposal will be used to create a sponsored project in the Project Costing module and will establish the Project ChartField Value. Prior to initiating the Award Generation process, the Agency GM Maintainer should verify the Proposal ID, Project ID and Budget IDs conform to the State Standard numbering for Projects and any applicable Agency business policy. State Standard number for projects requires that each project begin with the first two digits of the Agency's BU. Users can run the GLR091 ChartField Value Report to view the newly established Project ChartField value and its status. Information interfaced from an ABS through Inbound Grant Data will flow through this step systematically and will not require manual generation by a user.
12	Customer Contract Created	The Award Generation process uses the data provided on the Proposal to generate the Award Contract within the Customer Contract module.
13	Award Profile Created	The Award Generation Process uses the data provided in the Proposal to create the Award Profile where the general award information and budget information can be viewed. Additionally, documents associated with the award can be attached as well as supplemental award information can be added.

Process Step ID	Process Step Title	Description of Process
14	Project ChartField Generated	The Award Generation Process uses the Proposal Project data to create a sponsored project in the Project Costing module with a Project Type of "Grant" and establishes the Project ID(s) as Project ChartField values. Project ChartField Values are established with a Pending status until the budget is finalized. Agencies can run the ChartField Value Report to see all Project IDs and their status.
15	Inbound Grant Project Budget Details	Grant budget details can be interfaced directly from Agency Business Systems (ABS) using Inbound Grant Budget Details from ABS interface. The interface from ABS should contain all information that will allow the system to Finalize the Budget.
16	Load Grant Budget Details	Information interfaced from Agency Business Systems will be edit checked to ensure all configured values are valid and that all data needed to finalize the budget are included.
17	Finalize Budget	The Agency GM Maintainer must review the sponsored project budget details and can update the COA values as needed prior to finalizing the budget. The Grant Award budget must be Finalized in order to create the Grant budget journals within Commitment Control and create sponsored project budget rows within the Project Costing module. Users may review the Funding inquiry page on the Award Profile to view the Award budget. Additionally, users may view the Commitment Control Error page within the Grants Award module to view any errors that occurred with creating the sponsored projects' budget. This page will also allow for errors to be corrected to resend the budget journals to Commitment Control. Budget Journals created within the Grants module are edit checked to ensure that all ChartField values are valid and that no combo edit error exists. The Agency GM Maintainer should work with the Agency budget office to resolve any budget exceptions that occur.
18	Outbound Grant Information Extract	Awards established within Florida PALM will be interfaced to Agency Business Systems.
19	Outbound Grant Information Extract to FACTS	Awards established within Florida PALM will be interfaced to FACTS. Agency users will be responsible to review the information within FACTS to ensure all required information was provided.

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Figure 1: Proposal General Information page

Figure 2: Proposal Budgets Page

Figure 3: Award Budget Finalization Page

90.2.2 – Add or Modify Assistance Listing Number or CSFA

Table 2: Add or Modify ALN or CSFA

90.2.2 Add or Modify ALN or CSFA	
Module	**Grants Management**
Related Module(s)	**Project Costing, Commitment Control, General Ledger**
Swim Lanes – Definition	**Agency GM Processor:** agency role responsible for completing and submitting the forms for ALN and CSFA. **DFS CMIA Processor:** Role within Treasury that is responsible for reviewing the ALN request and indicating if the ALN is CMIA reportable. **DFS GM Maintainer:** Role responsible for reviewing, approving and creating the new ALN.

Process Step ID	Process Step Title	Description of Process
1	Complete State Project Determination Checklist	If the Agency GM Processor believes there is a need for a new CSFA, the user will need to complete the State Project Determination Checklist form. If the checklist determines that the project is not a state project, then a CSFA number is not needed and the user will continue following 90.1.1 Create and Maintain Award process.
2	Complete Agency CSFA Request Form	If the determination is made that the award is a State Project, the Agency GM Processor will complete the CSFA request form and attach the State Project Determination Checklist.
3	Submit the Request Forms for new CSFA	The Agency GM Processor will attach any additional supporting documentation needed and submit the request for a new CSFA to DFS.
4	Review Request for CSFA Number	The DFS GM Maintainer will review the request form, State Project Determination Checklist and supporting documents, and make the final decision of whether a CSFA number is applicable per Florida Statutes and DFS policy and procedures.
5	Return to Requestor	If the DFS GM Maintainer does not approve the request, the forms are returned to the requestor with a reason for the denial. The requestor can either update information needed for approval, and resubmit, or cancel the request.
6	Assign New CSFA Number	The DFS GM Maintainer will assign a new CSFA number or update an existing number if the request is approved.
7	Notify Requestor	After the new CSFA number has been established and added to Florida PALM. The DFS Grant Maintainer will notify the requestor and include the new CSFA number assigned to the State Project.
8	Outbound CSFA Extract	A CSFA extract is available for use by Agency Business System and FACTS. The extract will include a list of all CSFA's with a status of Active.
9	Add/Modify ALN/CSFA Form	The Agency GM Processor determines whether a new Federal Assistance Listing number is needed in Florida PALM to represent the federal program for their grant award. The Agency GM Maintainer will submit the request for a new Assistance Listing number to DFS for review.
10	Update for CMIA	The DFS CMIA Processor will review the ALN request and update the request to indicate if the new ALN will be included in the CMIA reporting and should be included in the Clearance Pattern calculation.
11	Review ALN Request	The DFS GM Maintainer will review the request and approve or cancel based on DFS policy and procedures.
12	Return to Requestor	If the DFS GM Maintainer does not approve the request, they will return forms to the requestor with a reason for the denial. The requestor can either update information needed for approval or cancel the request.
13	Add New ALN	The DFS GM Maintainer will add the new ALN in the Florida PALM system.

Process Step ID	Process Step Title	Description of Process
14	Notify Requestor	Upon approval the requestor is notified that the new ALN has been added to the system and is ready for use.
15	Outbound ALN Extract	Outbound interface containing active ALN is provided for use by Agency Business Systems, FACTS or other external systems.

90.2.3 – Maintain Award Contract and Billing

Table 3: Maintain Award and Contract Billing

90.2.3 Maintain Award Contract and Billing	
Module	**Customer Contracts**
Related Module(s)	**Grants, Project Costing, Billing, Accounts Receivable**
Swim Lanes – Definition	**Agency Grants CA Processor:** The agency role responsible for making updates within the customer contract for grant awards.

Process Step ID	Process Step Title	Description of Process
1	Add Project or Activity	If new projects or activities need to be added to an existing award, the Agency Grants CA Processor will add them through the award contract's terms page. A project and activity can only be associated with an agreement through the Proposal set up or manually through this process. Projects created directly within the Project Costing module cannot be directly connected to an award.
2	Complete Draw/Bill Analysis	Agencies will complete their draw/bill analysis to determine the amount of funds to draw based on expenditures and cash needs. Agencies can either create a manual bill, a manual AR or record a Direct Journal Deposit without a bill or AR based on their business processes. Agencies can utilize subprocess 50.2.1 Customer Billing to create a manual bill and tie it to the Sponsor (Customer). Agencies can utilize subprocess 60.1.1 Record Account Receivables to record an AR without a bill, but still tie it to the Sponsor (Customer). Agencies also have the option of recording their grant revenue through a Direct Journal using the 60.2.1 Direct Journal Deposit subprocess. The Direct Journal is not tied to the Sponsor and is associated through the Grant Award only through the Sponsored Project ID recorded on the distribution line.

Process Step ID	Process Step Title	Description of Process
3	Outbound Grant Receipt Details	Outbound Grant Receipts information will be provided to FACTS to show the receipt of funds for an award.

Figure 4: Award Contract – Contract Terms Page

90.2.4 – Monitor and Closeout Award

Table 4: Monitor and Closeout Award

90.2.4 Monitor and Closeout Award	
Module	**Grants Management**
Related Module(s)	**Project Costing, Customer Contract, Accounts Payable**
Swim Lanes – Definition	**Agency GM Processor:** agency role responsible for entering Grant Proposal and creating the Sponsored Project Budget **Agency GM Maintainer:** agency role responsible for reviewing Proposal information and budget and generating the award.

Process Step ID	Process Step Title	Description of Process
1	Grant Management Activities	Agencies are responsible for carrying out the Grants monitoring activities such as review of progress reports and & performance metrics, desk or site reviews and working directly with subrecipients. These activities are completed outside of Florida PALM.
2	Review Grant Financials	The Agency GM Processor will monitor Grant financial activities using a variety of Florida PALM reports and online screens. The Grants Portal will provide users with a summary of all grants, and the ability to drill down to more details. Grant summary data can be viewed as a cumulative total or individually. Additionally, the Grants module offers several interactive reports that allow uses to view summary data of Grants and the related sponsored projects based on various filters. Users may also utilize reports from source modules, GL and AP to review Grant data based on the Sponsored Project ID(s). If updates are needed to the award, the Agency GM Processor will make updates as needed or work with the Agency GM Maintainer to update Award contract as appropriate. Projects and activities can only be added to an existing Award via 90.2.3 Maintain Award Contract and Billing subprocess. The Agency GM Processor will review project transactions to confirm they are recorded correctly, using the appropriate COA values based on DFS Reference Guide for State Expenditures, GAAP or other statutory requirements. Corrections to Project Transactions should occur in the original source system (GL journals should be corrected in the GL, AP entries should be corrected in the AP module, etc.)
3	Update Award Profile	The Agency GM Processor will update the Awards profile with any additions such as Reference Award number, Federal Award Identifier number etc. Award modifications are also captured to reflect changes in Award budget details.
4	Generate Financial Reports	The Agency GM Processor will generate financial reports such as Trial Balance, SAB or Expense and Revenue by ALN/CSFA numbers.
5	Review Reports for Financial Closure	The Agency GM Processor will determine if a grant is ready for closeout. Award closeout must start at the Project level. The Agency GM Processor must ensure all sponsored projects for the Award have been closed and use the 90.1.2 Monitor and Closeout Project subprocess to close any open projects.

Process Step ID	Process Step Title	Description of Process
		Various reports and inquiry screens exist to review and analyze grant data.
6	Submit Final Closeout Reports	The Agency GM Maintainer will compile and submit all final closeout reports and supporting documentation to the Sponsor per funding agreement terms
7	Final Settlement Received	The Agency GM Maintainer will receive the final settlement from the Sponsor. If a payment is due to the sponsor, it will be entered via Account Payables 30.1.1 Process Voucher subprocess.
8	Perform Award Closeout	Once all documentation and final reports have been submitted to the Sponsor and the Sponsor Settlement notice has been received and all settlement requirements are met, the Award is ready to be closed.

To close the award, the Agency GM Maintainer will update the Award status within the Award Profile to Closed. |
| 9 | Outbound Grant Information Extract | Outbound Grant details will be available via an outbound interface to Agency Business Systems (ABS). |

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Figure 5: Award Page

Florida PALM

Award	Funding	Resources	Certifications	Terms	Milestones	Key Words	**Funding Inquiry**

Award ID 4300DJTEST000001

Reference Award Number

Total Projected Award Amount $607,500.000

Total Reported Award Amount $607,500.000

Total Posted Budget Amount $20,000.000

Total Limit Amount $0.000

Begin Date 07/09/2021

End Date 07/09/2024

[Recalculate the Amounts]

Contract Lines   Find | View All   First ◀ 1 of 1 ▶ Last

Contract Line 1   Total Posted Budget Amount $20,000.000

Billing Limit Amount $0.000

Project Detail   Personalize | Find | 🔽 | 🔽   First ◀ 1-3 of 3 ▶ Last

	Project	Activity	Funded Amount	Posted Budget Amount		
1	4300TH123456	BLDG_SUPPLIES	$20,000.000	$20,000.000		
2	4300TH123456	CONSTRUCTION	$150,000.000			
3	4300TH123456	MATERIALS	$437,500.000			

🔲 Save   🔍 Return to Search   📋 Previous in List   📋 Next in List   📧 Notify   🔄 Refresh

Award | Funding | Resources | Certifications | Terms | Milestones | Key Words | Funding Inquiry
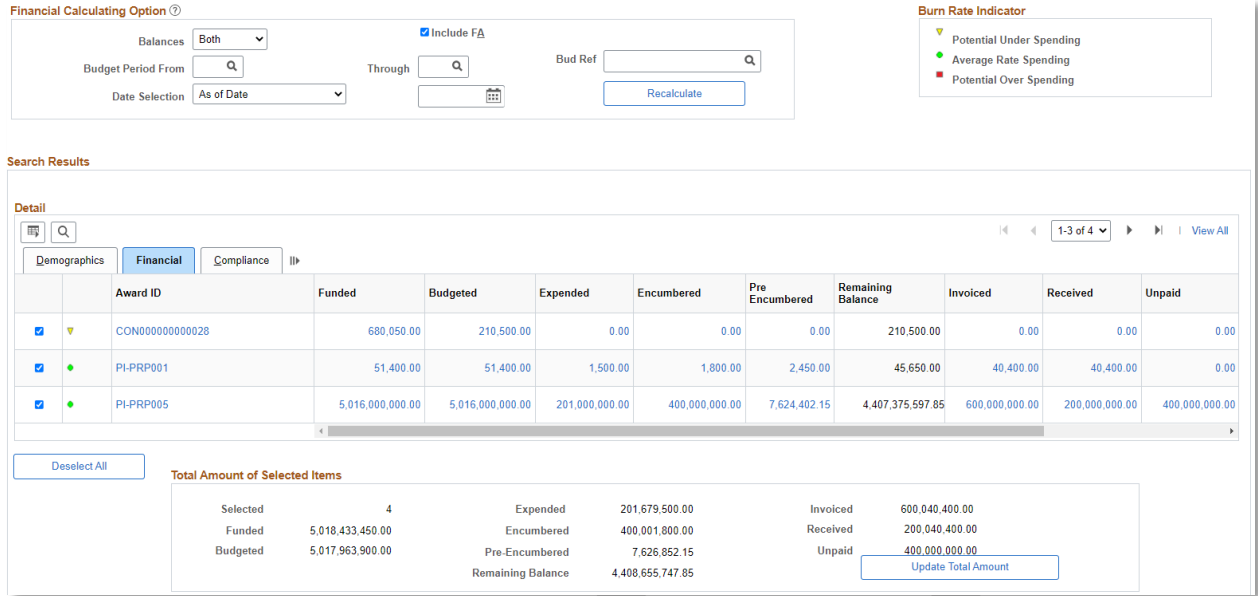
Figure 6: Award Funding Inquiry Page

Financial Calculating Option ?

Balances	Both	☑ Include FA
Budget Period From	[ ] 🔍	Through [ ] 🔍	Bud Ref [ ] 🔍
Date Selection	As of Date	[ ] 📅	[Recalculate]

Burn Rate Indicator

▽ Potential Under Spending
● Average Rate Spending
■ Potential Over Spending

Search Results

Detail

[🖥] [🔍]   1-3 of 4 ▾ | ◀ ▶ ▶| | View All

[Demographics] [Financial] [Compliance] ‖▶

		Award ID	Funded	Budgeted	Expended	Encumbered	Pre Encumbered	Remaining Balance	Invoiced	Received	Unpaid
☑	▽	CON000000000028	680,050.00	210,500.00	0.00	0.00	0.00	210,500.00	0.00	0.00	0.00
☑	●	PI-PRP001	51,400.00	51,400.00	1,500.00	1,800.00	2,450.00	45,650.00	40,400.00	40,400.00	0.00
☑	●	PI-PRP005	5,016,000,000.00	5,016,000,000.00	201,000,000.00	400,000,000.00	7,624,402.15	4,407,375,597.85	600,000,000.00	200,000,000.00	400,000,000.00

[Deselect All]

Total Amount of Selected Items

Selected	4	Expended	201,679,500.00	Invoiced	600,040,400.00
Funded	5,018,433,450.00	Encumbered	400,001,800.00	Received	200,040,400.00
Budgeted	5,017,963,900.00	Pre-Encumbered	7,626,852.15	Unpaid	400,000,000.00
		Remaining Balance	4,408,655,747.85		[Update Total Amount]

Figure 7: Grants Portal Award Summary Page

Financial Calculating Option ?

Balances	Both	☑ Include FA
Budget Period From	[ ] 🔍	Through [ ] 🔍	Bud Ref [ ] 🔍
Date Selection	As of Date	[ ] 📅	[Recalculate]

Burn Rate Indicator

▽ Potential Under Spending
● Average Rate Spending
■ Potential Over Spending

Detail

[🖥] [🔍]   1-5 of 5 ▾ | ◀ ▶ ▶|

[Demographics] [Financial] ‖▶

		PC Bus Unit	Project	Funded	Budgeted	Expended	Encumbered	Pre Encumbered	Remaining Balance	Average Monthly Burn Rate	Remaining Months	Total Forecast	Unc Bala
☑	▽	EGV05	000000000000163	680,050.00	210,500.00	0.00	0.00	0.00	210,500.00	0.00	1	0.00	
☑	●	EGV05	PI-PRJ10	51,400.00	51,400.00	1,500.00	1,800.00	2,450.00	45,650.00	75.00	0	0.00	
☑	●	EGV05	PI-PRJ50	5,016,000,000.00	5,016,000,000.00	201,000,000.00	400,000,000.00	7,624,402.15	4,407,375,597.85	6,281,250.00	29	182,156,250.00	
☑	■	EGV05	PI-PRJ60	1,156,000.00	1,156,000.00	528,000.00	0.00	0.00	628,000.00	26,400.00	5	132,000.00	

[Deselect All]

Total Amount of Selected Items

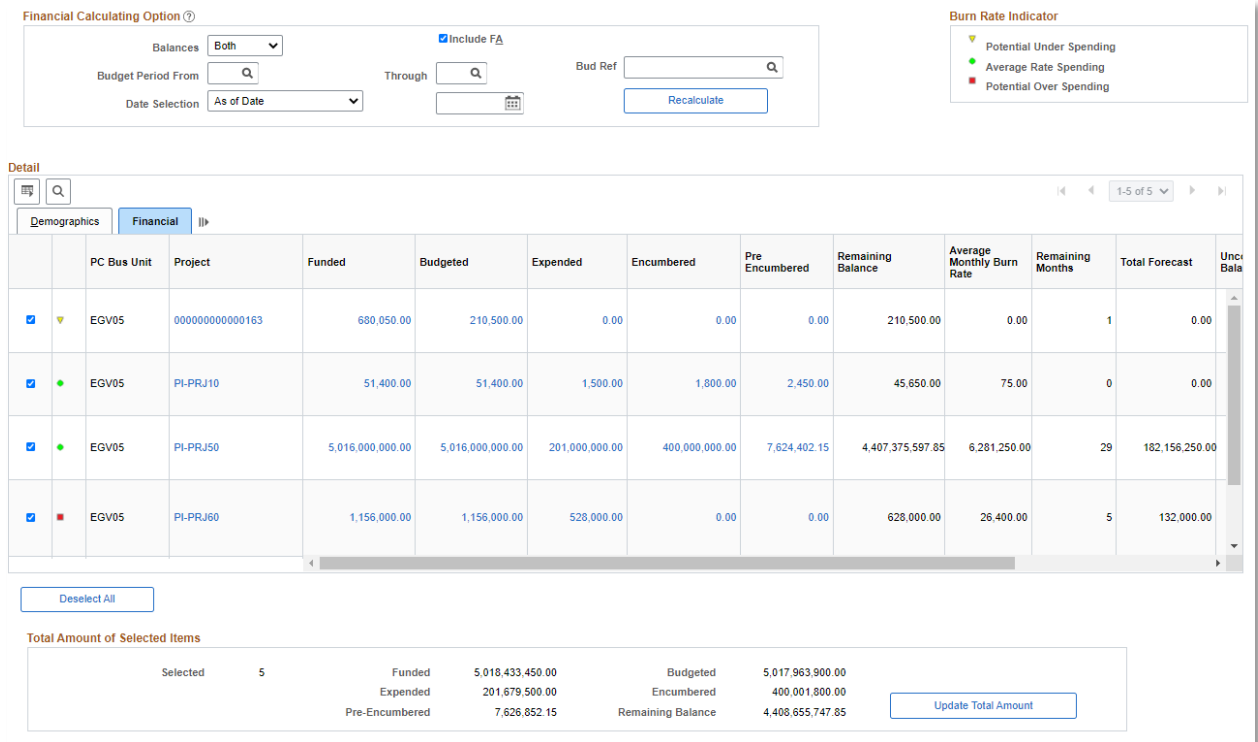|					
Selected	5	Funded	5,018,433,450.00	Budgeted	5,017,963,900.00
		Expended	201,679,500.00	Encumbered	400,001,800.00
		Pre-Encumbered	7,626,852.15	Remaining Balance	4,408,655,747.85	[Update Total Amount]

Figure 8: Grants Portal Project Page

Ledger Impacts

Table 5: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
LI1	Grant Ledger	Increases Grant Ledger Balance
LI2	Project Costing Ledger	Increases Project Costing Ledger Balance

Key Reports

Table 6: Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	**GLR091 - ChartField Value Report** – Listing of ChartField values established	Periodic	Agencies, DFS
R2	**PCR016 - Active ALN/CSFA Report** – A report of all active ALN and CSFA numbers.		
R3	**GMR007 - Grants Draw Report** – A report that displays Grants Vouchers Payments by scheduled payment date, Payroll Expenditures. This will be used by agencies who draw daily.	Periodic	Agencies
R4	**GLR079 - Cash Balance and Activity Report** – Report that provides the cash balance and related cash transactions for requested combination of ChartFields.	Periodic	Agencies
R5	**GLR099 - Trial Balance Report** – Report that lists debit and credit activity by ChartField and date.	Periodic	Agencies
R6	**KKR008 - Schedule of Allotment Balances (SAB) Report** Schedule of Allotment Balances Report– Report which provides an accrual basis budget report within an expenditure category and account code for recorded allotments, encumbrances, expenditures, and remaining balances. The report is grouped by Fund and/or Budget Entity and available at designated time	Periodic	Agencies

Report Number	Report Description	Report Frequency	Audience
	periods by ChartField Combinations.		
R7	**PCR004 - Expenses and Revenues by ALN/CSFA Report** – A report that displays summary of expenses and revenues by ALN/CFSA numbers.	On Demand	Agencies
R8	**GMR001 - Grant Summary Report with Details** – A report that displays historical summaries with drill down to detailed data for Revenue, Encumbrance and Expenditure amounts by month, quarter, and year for the life of the grant / subrecipient agreement.	On Demand	Agencies
R9	**GMR008 - Grants Expenditure and Revenue report** – A report that displays Grants Expenditures and Revenue by Grant Award.	On Demand	Agencies
R10	**PCR021 - Projects Expiration Report** – A report that displays all Projects with the closeout expiration end date.	On Demand	Agencies

Note: A complete list of reports may be found in the Reports Catalog.[1]

Conversions

Table 7: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
GMC001	Conversion of titling and administrative information required to manage active grants, with details for applicable Project relationships.	One-time	Agencies
GMC002	Conversion of life-to-date balances for active grants.	One-time	Agencies

Note: A complete list of conversions may be found in the Catalog of Conversion Offerings[2]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

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[1] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5
[2] https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1

Interfaces

Table 8: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
GMI001	**Inbound Grant Data** – Inbound interface containing Grant details from agency business systems.	Daily	Agency Business Systems	Florida PALM
GMI002	**Inbound FACTS Grant Data** – Inbound interface containing all Grant details from FACTS.	Daily	FACTS	Florida PALM
GMI003	**Outbound Grant Recipient Type** – Outbound interface that provides an extract of Recipient Types to FACTS.	Daily	Florida PALM	FACTS
GMI004	**Outbound Grant Receipt Details** – Outbound interface that provides daily Grant receipt transactions to FACTS.	Daily	Florida PALM	FACTS
GMI005	**Outbound Grant Information Extract** – Outbound interface containing grant details to agency business systems	Daily	Florida PALM	Agency Business Systems
GMI006	**Outbound Grant Information Extract to FACTS** – Outbound interface containing grant details to FACTS.	Daily	Florida PALM	FACTS
GMI007	**Inbound Grant Project Budget Details** – Inbound interface containing sponsored Project Budget detail to populate grants project budget details and finalize the budget.	Daily	Agency Business Systems	Florida PALM

Note: A complete list of interfaces may be found in the Catalog of Interface Offerings[2]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Forms

Table 9: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	End User Role
GMF002	**Agency CSFA Request Form -** Electronic form used to request a new Catalog for State Financial Assistance number to be set up by DFS Audit and Accounting.	Agency GM Processor

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[2] https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1

Form Number	Form Description	End User Role
GMF003	**Assistance Listing Number (ALN) Request Form -** Agency ALN Request Form Electronic form used to request a new Assistance Listing number to be set up by DFS Audit and Accounting.	Agency GM Processor

Workflows

Table 10: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	End User Role
GMW001	**CSFA Request Workflow** – Workflow to pass Agency CSFA request form from Agency to DFS-A&A for review and approval and notification of upon approval with new CSFA number included.	Agency GM Processor Agency GM Maintainer
GMW002	**Assistance Listing Request (ALN) Workflow** – Workflow to allow agencies to submit a request for adding a new ALN number. It should be initiated by Agency GM Maintainer and Review, Approved and added to the ALN table by DFS Project/Grant Maintainer.	Agency GM Processor Agency GM Maintainer

Agency Configurations

Table 11: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
C-GM004	**Location** – Define address details for entities such as business units	As Needed
C-GM008	**Proposal Purpose –** used to define the purpose of proposal that will further define the Award Type.	One Time
C- GM007	**Budget ID** – used to categorize budgetary activities on the Proposal. The Budget ID is assigned a budget item to associate an amount and COA values and will become the sponsored project's activity within the Project Costing module.	One Time
C-GM021	**Professional Data –** Employee responsible for the overall fiscal management of the grant award.	As Needed
C-GM022	**Subdivision** – Used to define the Bureau or Program Area responsible for managing the sponsored project and activities.	One Time
C-GM023	**Institution** – Used to define the entity receiving the grant funding	One Time
C-GM013	**Contact** – Used to define the grants' role type for the department contact.	One Time
C-GM017	**Proposal Key Word** – Used to define values associated with the Grants that can define in more details the Grants use. For instance, 'Disaster	As Needed.

Configuration Number	Configuration Description	Frequency
	Hurricane' or 'Disaster Flooding'. This field can help other users in querying similar grants.	
C-GM020	**Grant Administrator** – Used to define the Grants Administrators.	As Needed
C-GM021	**Principal Investigator-** Used to define the Grants Principal Investigator (Project Manager)	As Needed
C-GM010	**Sponsor Types** – Define types of sponsors such as federal government and state.	One Time

Terminology

Assistance Listing Number – Formally known as the CFDA number, Assistance listings are detailed public descriptions of federal programs that provide grants, loans, scholarships, insurance, and other types of assistance awards.

Budget ID – used to define budget details for the overall budget; the Budget ID is used during the proposal phase and will become the Sponsored Project's activity upon Award generation.

Budget Item – value used to classify budget items into specific categories such as Equipment, Consultant Fees, Personnel, Supplies, Travel, or Sub Award.

Closeout (of an award) – refers to the discontinuation of an award after state program services have been provided, all disbursements have been made, and the Final Report has been submitted to the federal awarding agency, accepted, recorded and is in agreement with the advances and payments reflected in the Federal Government's payment management system.

Customer Contract (Award Contract) – is the link between the Grants and Project Costing modules and defines the Sponsor billing and draw parameters and facilitates the billing process.

Department – used to define the organization; Organization ChartField that tracks information according to a breakdown of an organization.

Grant Award – funding received from an external source that has a budget, a defined Period of Performance (start and end dates), requires a way to collect the funds (Letter of Credit (LOC) or Billing) and reports expenses and cash received, to the Sponsor.

Grant Budget – The financial plan for the life of the award, that the awarding agency or pass-through entity approves during the award process. It may include the Sponsor and Cost Share or only the Sponsor share, as determined by the awarding agency or pass-through entity.

Grants Business Unit – an identification code that represents a high-level organization of business information. The Grants BU will the same as the Agency's GL BU.

Institution – used to identify the entity receiving the grant funding.

Non-Sponsored Project – any project that is not directly associated with a Grant Award.

Principal Investigator – Employee responsible for the overall fiscal management of the grant award.

Project – an activity or collection of activities, with a defined start and end date designed to achieve a specific goal, outcome, or program objective.

Project ID– a ChartField Value used to isolate, track and analyze transactions for a specific purpose, often across multiple fiscal years.

Proposal – used to collect general Grant award information, establish a grant budget and create the Award Profile, Award Contract and the Sponsored Project information.

Sponsor – the Grantor, or entity responsible for providing funds to a recipient. Sponsors are established from the Customer table. The Sponsor selected within a Grant Award will become the Customer within the Customer Contract.

Sponsored Project – A project that is associated to a Grant Award and is established directly within the Grants module.

Subdivision – used to define the Bureau or Program Area responsible for management of the grant project.