NOTES:

House Keeping and GoToWebinar Logistics

- Question Box
- Recording session to be posted on the website

NOTES:

- Module Workgroup Kickoff on August 31 introduced the different modules
- A module is a segment within Florida PALM that performs specific business functions
- Modules reflect what is seen in the Florida PALM system and where transactions are completed

NOTES:

- Schedule – Workgroup session schedule and identify which business processes will be discussed at each session

- Module Introduction – highlighting the specific functionality taking place in each module

- Integration – discussion of integration points with other modules

- Sneak Peak – screenshots of the some of the screens used in the modules

- Tools – Study Guide and Pathfinder

- Action Items/Look Ahead – how to prepare to participate in Module Workgroup sessions and begin business and technical transformation

Project Costing & Grants Schedule

Session	Date	Time
Kickoff	Thursday 12/2	1:00 – 3:00
Session 1	Thursday, 12/9	10:00 – 12:00
Session 2	Tuesday 12/14	10:00 – 12:00
Wrap-up	Thursday, 12/16	1:00 – 3:00

Project Costing and Grants   December 2, 2021

NOTES:

- Schedule – the number of sessions and the dates

Key Terms

Project Costing   Grants   5

Florida PALM	Description	Current Term
Award	Financial assistance that provides support to accomplish a public purpose. Awards include grants and other agreements in the form of money or property to an eligible recipient.	Grant
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
Project or Grant Budget	Used to detail the estimated costs for the life of a project or the total awarded funds for a grant.	Project Amount, Grant Amount
Sponsor	Entity providing funds to a recipients.	Grantor
Sponsored Project	Identifies a project as being related to a grant.	N/A
Budget Item	A value used to summarize budget lines, such as Equipment, Consultant Fees, Personnel, Supplies, Travel, or Sub Award.	N/A
Analysis Type	Assigned to individual transactions to identify the different types of transactions, such as budgeted amounts, actual costs, and billed costs	N/A

Project Costing and Grants   December 2, 2021

NOTES:

- Key Terms – standardized terminology related to the PC/GM modules that will be used in Florida PALM

Projects Costing & Grants Introduction

Project Costing | Grants | 6

▸ Description
  ◦ Includes the processes used to account for, administer, control and report on capital projects and grant awards received by the state.
▸ Module Functionality
  ◦ Create and Maintain Projects
  ◦ Create and Maintain Grants

Project Costing and Grants   December 2, 2021

NOTES:

- Project Costing and Grants modules – used to account for, administer, controls, and report on capital projects and grant awards received by the state
- Creating and Maintaining Projects – establishing projects; building the project budget; monitoring and maintaining projects until they close
- Creating and Maintaining Grants – establishing an award and sponsored project; building the grant budget; add/modify Federal and State tracking components; monitor and maintain aware contract and billing; monitor and close out of an award

Wave Functionality

FINANCIALS WAVE

- Project Chartfield to track all Grant Awards and Projects, such as FCO.
- Additional Project Costing ChartFields (Activity, Source, PC Category, PC Subcategory)
- Cost Collection
- Budgeting for a Project or Grant
- Interactive Inquiry screens for viewing Project, Grant or cumulative information

EXPANSION WAVE

- Integration with AR for automated Billing and AR processes
- Apply Cost Share/Match requirements, Indirect Cost (F&A) Rates
- Project Costing Allocation and Funds Distribution processes
- Federal Financial Reporting & Integration with Federal Systems
- Use of milestones, phases, schedules, and teams.
- Maintain Subrecipients and sub-agreements

Project Costing and Grants   December 2, 2021

NOTES:

- The Project ChartField-used to track all Grant Awards received by the state and Projects, such as FCO – once active will be available for use in each module
- Additional Project related ChartFields such as Activity, Source, PC Category and PC Subcategory which allow agencies to define their Project or Grant transactions at a more granular level - activity is required, all others are optional
- Integration with other modules such as General Ledger (GL0, Accounts Payable, Purchase Order (APPO) and Commitment Control (KK) that allows cost collection process to bring all costs and encumbrances together in a single module for better analysis
- Budgeting abilities for a Project or Grant in a budget structure that is independent of the appropriations ledger allowing for costs to be tracked over the life of a project or the grant.
- Powerful interactive inquiry screen, high level all the way down to the source of the individual transaction
- Integration with AR module for automation of the billing process through award contract, simplifying billing and draw processes alone with a Revenue collection process to collect those revenues and bring them back to the PC transaction table
- Capturing and applying cost share and/or match requirements within an award allowing for tracking and tracking and applying F&A rates at a Sponsor, Agency or Award level
- Project allocations and Funds distribution processes will be available
- Ability to Automate Federal Financial Reporting and integration with federal systems to automate the exchange of information between state and federal systems
- Include maintaining subrecipients and subrecipient agreements within the system linking them directly within an award resulting in consolidated reporting

Key Changes

▸ Sponsors – Established as a Customer
  ◦ Sponsors are considered customers within Florida PALM and should be configured and interfaced through Set up and Maintain Customer process (AR 50.1)
  ◦ Expect configuration items to add Sponsor specific information to the Grants Module

▸ Transition from CFDA (Catalog of Federal Domestic Assistance) to ALN (Assistance Listing Number)

Project Costing and Grants   December 2, 2021

NOTES:

- Sponsors are considered Customers and will need to be established through the Setup and Maintain Customer process and should ensure the Grants Management Sponsor check box is checked.
- Customers are Agency specific which in turn makes Sponsors agency specific
- Expect there to be Sponsor specific configuration items added to the narratives Configuration section
- There is a transition from using the CFDA number to the ALN, or assistance listing number
- This transition is triggered by changes in the 2 CFR 200 and will allow us to be in compliance with various Federal requirements
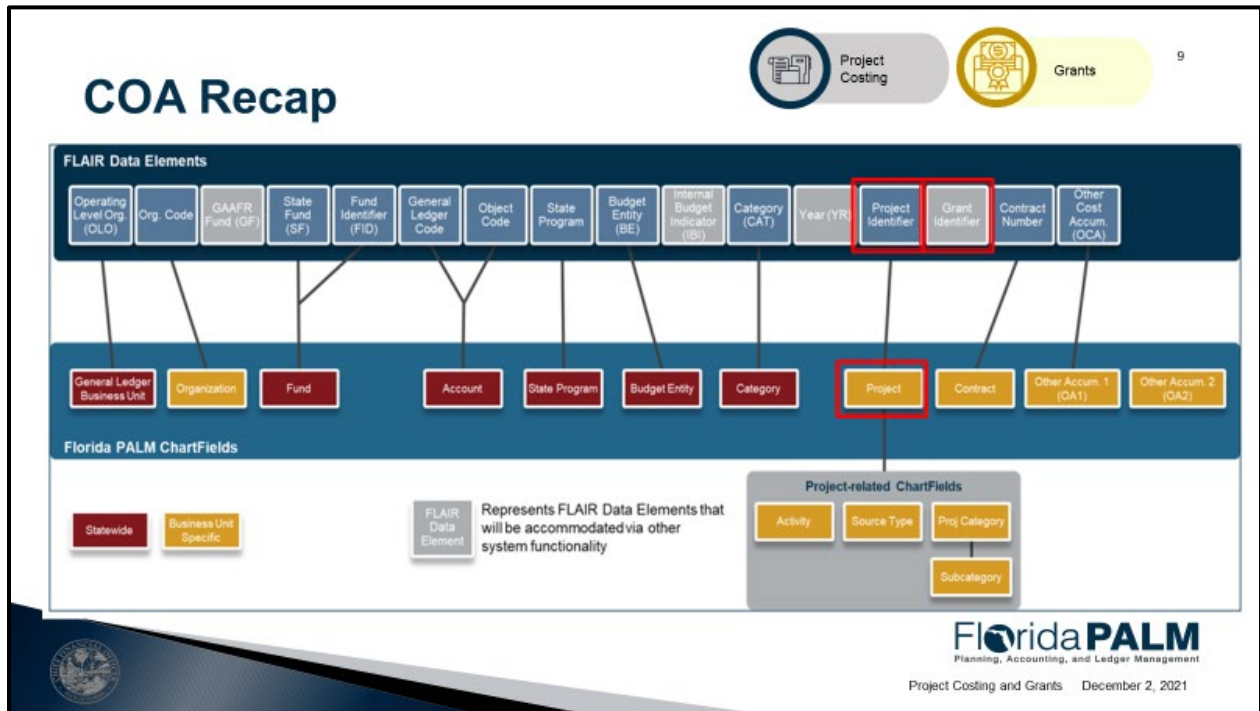
NOTES:

- Florida Palm changes; for Projects you will still have a Project ID that is recorded on transactions, there will be more to that Project ID
- A Project ID will be used to track your Award activity

NOTES:

- PC and GM are two individual modules in Florida PALM, it's the integration between these two modules and their integration with other modules that make up their core functionality
- These are complex integrations that are key to Business Processes and understanding our flows
- Two modules have been omitted; the Assets Management and Payroll modules
- The integration between AM and PC will be limited to recording a Project ID and activity on an asset related purchase in Accounts Payable or directly within the Assets Management module
- The integration between Payroll and the PC module has not been mapped yet, but it will still rely on the Project ID and activity being recoded on the transaction
- PC and GM are not producing transactions, with the exception of budget related transactions
- Most transactions within the PC table will begin their life in another module which PC will then collect from these modules
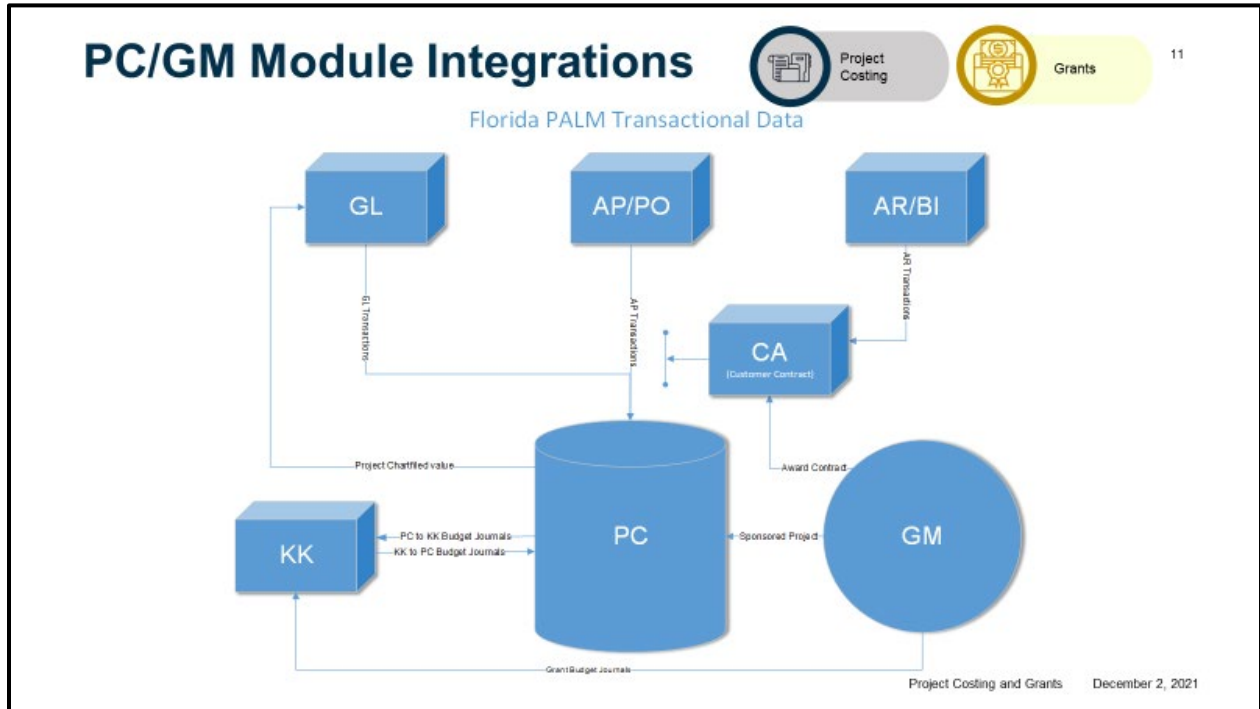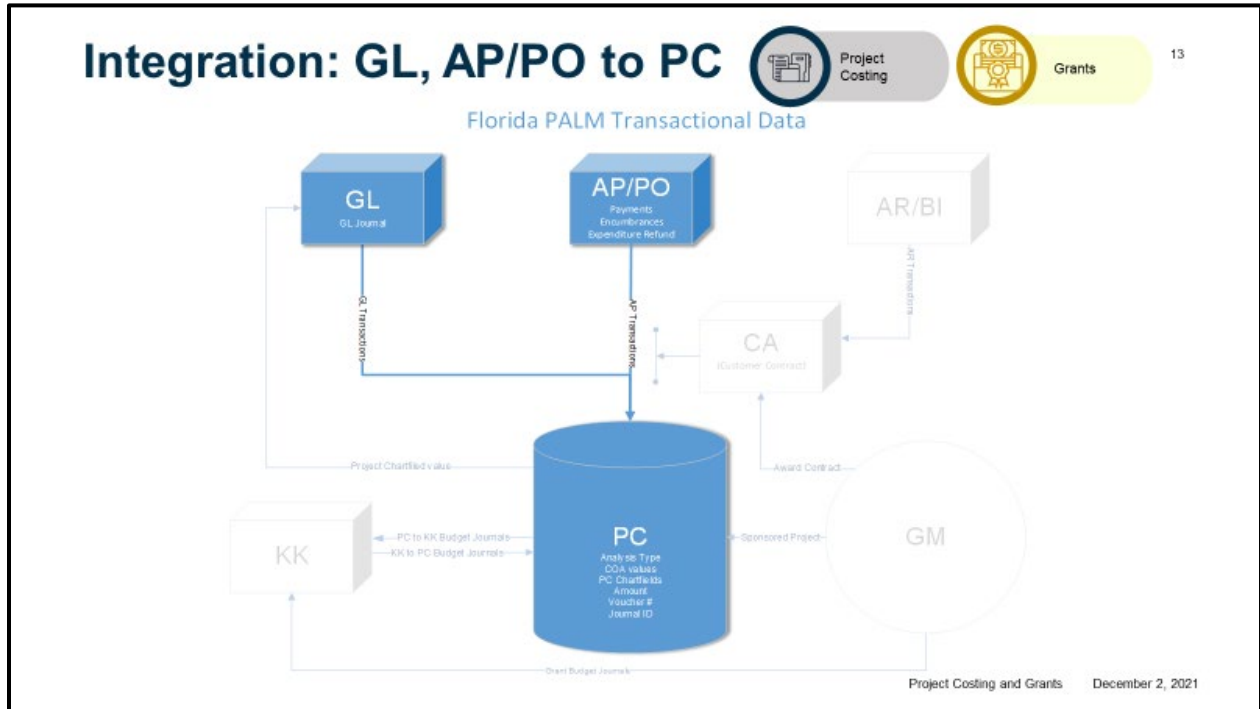
NOTES:

- This is a very high view of the integrations between the Project Costing and Grants module

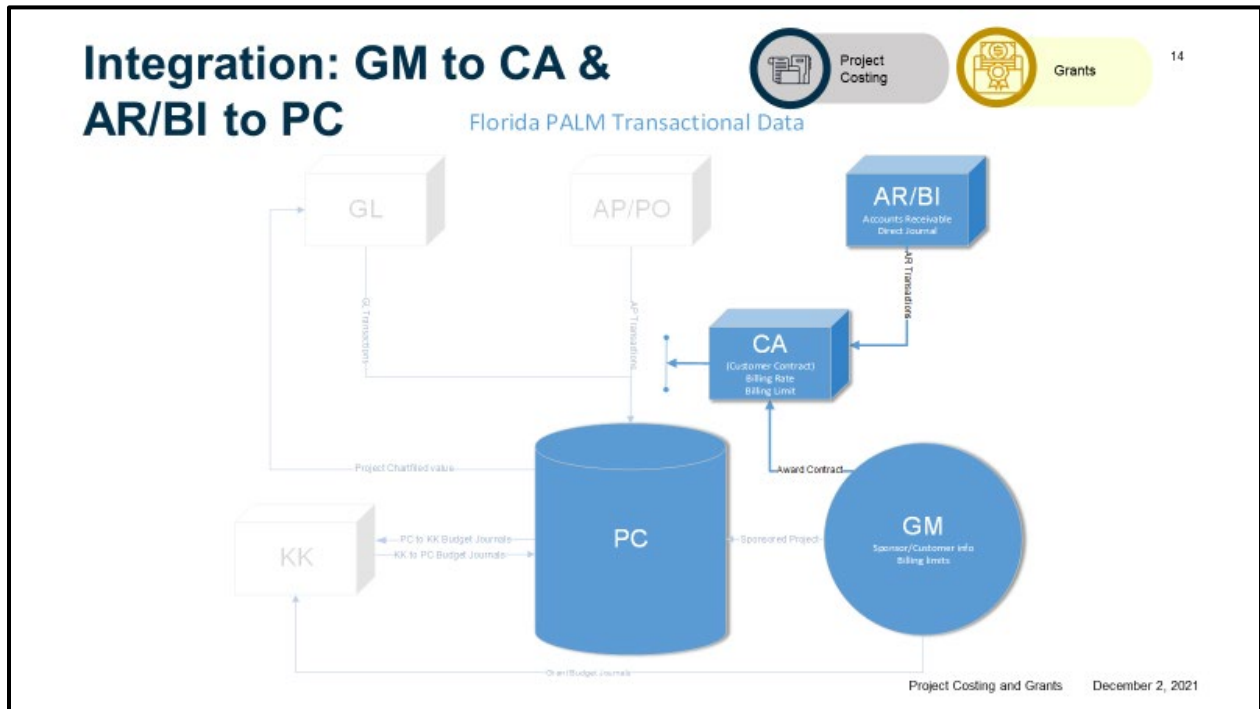Integration: GM to PC to GL — Project Costing and Grants — December 2, 2021
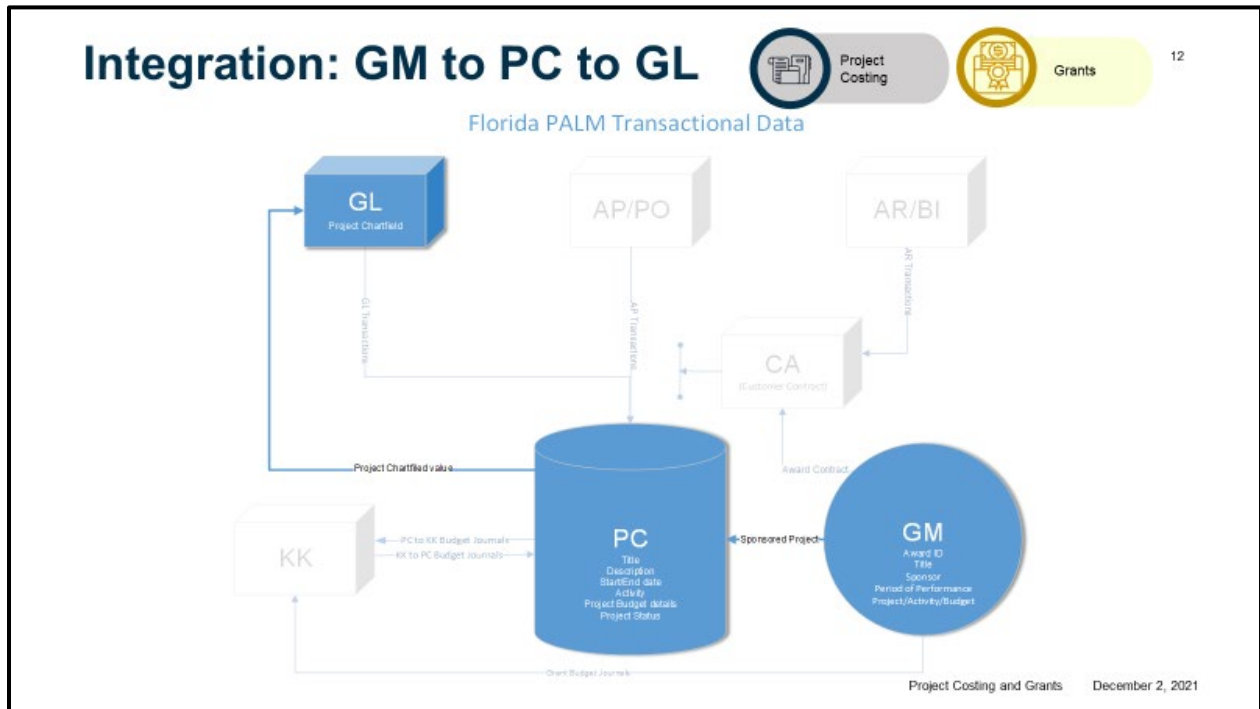
NOTES:

- Every Grant requires a project and every project requires an activity
- The Project ChartField is going to be the tracking mechanism for project and grant activity
- How do you get a Project ChartField set up within the GL Project ChartField Table?
- The Project ChartField is more than just a value in Florida PALM, you can't just add it to the Project ChartField table and start transacting
- A Project needs to be established within the Project Costing module first so that an activity and budget can be established (90.1.1 Establish a Project subprocess)
- Once that setup is complete, the PC module will integrate that newly created Project ID over to the GL Project ChartField Table, ensuring all needed data is populated on the GL ChartField Table so you can start recoding the Project on transactions
- For Grant Awards, the Project and activity information is captured during the Award set up (90.2.1 Establish Award Profile subprocess)
- Upon Award generation the Project information is sent to the PC module to establish the Sponsored Project
- This triggers the Project Costing module to send the data over to GL to establish the ChartField
- This integration between the Grants module and Project Costing module creates a relationship between the Award and the Sponsored Project
- This means that anytime you use that Sponsored Project ID on a transaction, that transaction will be directly linked to the award and all of the awards information
- A non-sponsored Project is established within the PC module, while the Sponsored Project is established directly within the Grants module
- Both result in a Project ChartField being created for use on transactions
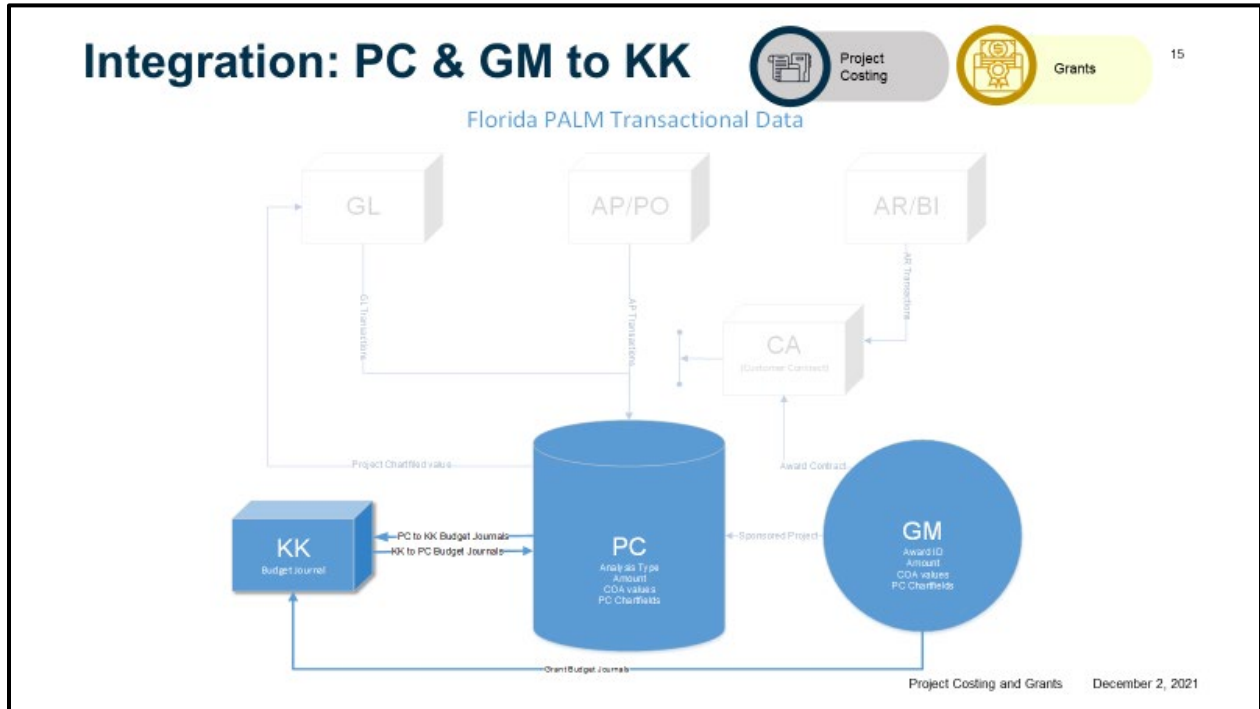
NOTES:

- Once we have a valid Project ChartField value, we can use that Project ID and any related activities on transactions; we can start encumbering funds and making payments.
- Now we collect the costs so we can start monitoring the health of our Project or Grant Award
- The Cost Collection process goes to the APPO module and looks for transactions that have the Project ChartFields recorded
- These Project transactions are then collected into the Project Costing Transactions table and is systematically assigned an analysis type
- The analysis type is a data element within the PC module to identify what the transaction represents
- The Cost Collection process also goes to the GL module and picks up any transactions that were entered directly into the GL as a GL Journal
- The Cost Collection process will flag the transactions it collects regardless of the module it is collected from so that it will not be collected again; no duplicate transactions will occur in your PC table from this process
- We identify easily any transactions that haven't been collected because they will be missing the flag
- This process is generated from the PC module; the GL and APPO modules are not sending any information into PC, it is being collected by the PC module

Integration: GM to CA & AR/BI to PC

Florida PALM Transactional Data

Project Costing and Grants   December 2, 2021

NOTES:

- The Grants module is where you build your Grant budget and identify your Sponsor; then the information is integrated with the Customer Contract or CA module, shown here as the CA module
- The Customer Contract module is used for the revenue agreements
- Behind every Grant Award is a funding agreement or revenue agreement which sets the limits and rates in which grant revenue can be billed or drawn
- Florida PALM refers to this as the Award Contract
- The AR/BI module flows into the CA module but does not flow into the PC module; the reason or this is that all contracts, both revenue and supplier contracts, are out of scope for the Financials Wave
- This limits the functionality and Revenue Collection; it is important to note that users will still have the ability to see this data via AR, Billing and GL reports

Integration: PC & GM to KK — Florida PALM Transactional Data — Project Costing and Grants — December 2, 2021

NOTES:

- When we talk about budget, in relation to PC or GM, we are talking about an overall financial plan for the life of a project/grant award
- There will be a KK budget ledger structure for the Projects and Grants Management Business Process area; this has not yet been designed this is a PLANNED functionality to allow data to be shared between the Project Costing and/or Grants module and the Commitment Control module
- This budget structure is intended to be INDEPENDENT of your appropriations ledger
- The appropriations ledger has a top-down budget structure, meaning it starts with an amount which is then distributed down and shared between many projects
- In contrast, the Grants and Project Ledger is planned to be a bottom up budget structure, the sum of the total projects in that ledger represents the budgeted amount, as expenditures are processed the balance is reduced
- Appropriation budgets will ultimately control fiscal year spending
- At the time an expenditure transaction is budget checked, the appropriations ledger is checked first, stopping the transaction if the balance is insufficient to support the expense
- The allotment ledger is checked first to see if you have an allotment established for the project and to see if there is an allotment balance to support the expense
- After successfully passing appropriations and allotment check, the system will check the Grants and Project Ledger to determine in the balance (budgeted minus expenditures) is sufficient to support the expense or if it will overspend the total
- Agencies will have the choice of the level of budgetary control (Control, Track with Budget or Track without budget) for the Grants and Projects Ledger
- Agencies still must monitor their FCO project budgets against their Appropriation budget ledgers; reports are available to assist

NOTES:

- Review of inquiry and reporting screens not shown in narratives

NOTES:

- Project Budget vs. Actual screen – provides summary level information and ability to drill down to details to include transactional data

NOTES:

- Transaction List screen – view transactions for a project and activity and drill back to the source of the transaction

Project Costing and Grants   December 2, 2021

NOTES:

- Award Summary Screen – summary of data for each grant aware or group of awards

NOTES:

- Budget Status Tab – budget breakdown for award by budget items; includes budgeted vs. expended and encumbered

NOTES:

- The Project Costing module is much like your Project Information file and Project Title file within FLAIR today, but the ability to capture much more detail and provide online analysis and reporting
- PC is used to establish a project not associated to a grant, for example a Fixed Capital Outlay project that is GAA appropriated
- Cost Collection process brings transactions from GL and APPO into the PC table which gives detailed analysis and reporting abilities at various level of our Project ChartField structure, while having the ability to budget for the life of the project and control Life to Date spending
- The Grants module is like a combination of your physical Grant administration file and the grant title file in FLAIR
- The GM module is where grant information is captured, including the creation of a sponsored project that will be used for tracking all grant activity
- Utilization of the Project Costing module's functionality to provide the same level of analysis and reporting ability for Sponsored Project as is available for non-sponsored projects
- You will also get the ability to budget for the life of your Grant award and control to date spending

NOTES:

Study Guide –
- Workgroup Goal
- Agenda and Schedule
- Pre-Session Review Materials
- Catalog of Conversions
- Catalog of Interface Offerings
- Conversion Approach
- Data Dictionary
- Interface Approach
- Standardized Business Process Models
- Reports Catalog

Pathfinder

Questions to Ask Your Team
- Preparation
- Business System
- Change Impacts
- Projects and Grants

NOTES:

- Questions and Answers

Project Costing & Grants Action Items

Project Costing   Grants   23

▸ Review the study guide resources
▸ Have discussions with your agency teams and use the study questions to help drive the conversations
▸ Identify questions that will help you understand the standardized business process models to be discussed and how they will influence and inform your agency's business processes and business systems
▸ **Register for workgroup sessions**

Florida**PALM**
Planning, Accounting, and Ledger Management

Project Costing and Grants   December 2, 2021

NOTES:

- Prepare for the Module Workgroup Session
- Send the right people
- Register for sessions

Session 1 Look Ahead

▸ Thursday, 12/9 10:00 – 12:00
▸ Business Process Models

Business Processes	Business Subprocesses
90.1 Create and Maintain Projects	90.1.1 Establish Project
	90.1.2 Monitor and Closeout Project
90.2 Create and Maintain Grants	90.2.1 Establish Award Profile

Project Costing and Grants   December 2, 2021

NOTES:

- Two business process models and the sub processes within each and any changes that were made in preparation for the Financials Wave launch
- 90.1 Create and Maintain Projects
  - 90.1.1 Establish Project
  - 90.1.2 Monitor and Closeout Project
- 90.2 Create and Maintain Grants
  - 90.2.1 Establish Award Profile
- Prepare for the session by reviewing the:
  - Pathfinder - helps to identify current related activities that will be discussed
  - Standardized Narratives and Flows - helps understand the functionality within the module and when transactions will occur during the process
  - Updated Narratives and Flows

NOTES:

- This is not training.
- Come prepared to actively participate
- Email questions to Florida PALM