

90.2 Create and Maintain Grants

This document is a draft and subject to change.

Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	11/13/2023	Updated for Financials Wave

Table of Contents

Business Process Overview	4
Dependencies and Constraints	5
Business Process Flow Details	5
90.2.1 – Add or Modify Grant.....	6
Grant Information Page.....	8
90.2.2 – Add or Modify ALN/CSFA	11
90.2.3 – Monitor and Closeout Grant.....	15
Accounting Events	18
Key Reports	18
Conversions.....	19
Interfaces	20
Forms	20
Workflows	21
Agency Configurations.....	21
Appendix.....	21

Business Process Overview

The Create and Maintain Grants business process addresses the set up and maintenance of the Grant ChartField values and related information used for fiscal management. This business process is managed via a Custom Grants Information Page. Grant values created or updated in this business process will systematically create or update the ChartField values within the General Ledger.

The business subprocesses included are:

- 90.2.1 Add or Modify Grant Value
- 90.2.2 Add or Modify ALN or CSFA
- 90.2.3 Monitor and Closeout Award
- 90.2.4 Monitor CMIA (Segment III – TBD)

Title 2, Part 200 of the Code of Federal Regulation and Section 215.97, Florida Statutes (F.S.) prescribes that the state must account and track 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 documents. Financial information recorded in Florida PALM, along with any associated information from Agency Business Systems are used to fulfil Federal reporting requirements.

90.2.1 Add or Modify Grant

Section 215.985, Florida Statutes, requires the receipt and disbursement of financial assistance (by contract) be recorded within Florida Accountability and Contract Tracking System (FACTS). Agencies must record their Grant values within FACTS, unless the Agency is specifically exempt per Statute. Integration with FACTS will create a new or update existing Grant ChartField.

A Custom Grant Information page will contain general Grant information, including grantor identifier, name and type, and any associated Federal or State assistance numbers for each Grant which support reporting needs.

90.2.2 Add or Modify ALN or CSFA

Assistance Listing Numbers (ALN) are assigned to each federal program that provides federal financial assistance. These values are assigned by the Federal Government and added, as needed, by the Department of Financial Services (DFS). These values are used to support grant reporting and the Single Audit components including the annual Cash Management Improvement Act (CMIA) processes and the Schedule of Expenditures of Federal Awards (SEFA) reporting processes.

The Catalog for State Financial Assistance (CSFA) is a unique number used within the State of Florida to track projects associated with state financial assistance. These CSFA values are assigned and maintained within Florida PALM, by DFS and are used for various reporting purposes including the completion of the Florida Single Audit Act report.

90.2.3 Monitor and Closeout Grant

This subprocess is used to review a grant's financial record for the process of monitoring grant financial activity and/or closing a grant within Florida PALM. Users within agencies will run financial reports for month end and year end reconciliation, reporting and monitoring needs for grants.

90.2.4 Monitor CMIA (Segment 3 – TBD)

Users within DFS will upload CMIA funding data that is provided from agencies to Florida PALM. Florida PALM will use this information to produce the clearance pattern report for applicable ALNs. The clearance pattern report will calculate the time a payment was issued to the time the payment clears the State Treasury for all payments recorded with a Grant value that is associated with a CMIA reportable ALN.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)¹.

Dependencies and Constraints

Dependencies and Constraints describe 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).

- Agencies will establish a Grant ChartField value in Florida PALM to track financial activity for all financial assistance which provides support or stimulation to accomplish a public purpose.
- Agencies will initially record their Grant values within FACTS per 215.985, F.S., unless exempt which will subsequently become the Grant ChartField value in Florida PALM.
- State agencies are responsible for maintaining accounting records necessary for the effective management of their programs and functions.
- The Assistance Listing Number (ALN) is assigned by the federal government and maintained in Florida PALM by DFS.
- The Catalog of State Financial Assistance (CSFA) is assigned, entered into Florida PALM, and maintained by DFS.
- Agencies will continue to use external processes for identifying Grant funding opportunities and application processes.
- Business Unit security is used to allow agencies exempt from using FACTS, per statute, to have add/update access to the custom Grant Information pages.
- Business Unit security is used to allow read-only access to users from agencies which are not exempt from using FACTS per statute.
- The Agency Grant Maintainer Role, for FACTS exempt agencies, will have add/update capability to all pages within the Grants Information Page, however, they will not be allowed to update the ChartField status of a grant in which they created or updated.

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

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 agency-

¹ <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

90.2 Create and Maintain Grants

based or within 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.

This information should be read in conjunction with the Business Process Flow Diagrams.

90.2.1 – Add or Modify Grant

Table 1: Add or Modify Grant

90.2.1 – Add or Modify Grant		
Module	Custom Grant Page	
Related Module(S)	General Ledger	
Swim Lane – Definition	Agency GM Processor: agency role responsible for entering information on the Grant Information Page.	
	Agency Various Roles: role(s) within the agency responsible for ensuring correct and accurate data is recorded in the Florida Accountability and Contract Tracking System (FACTS).	
	Agency GM Maintainer: agency role responsible for ensuring accurate grant information is recorded, uploading Grant Upload Spreadsheet to add or modify grant information, and updating the Grant ChartField Status.	
	Agency Grant Reporter: (role not shown as a swimlane on flow diagram) role assigned to view grant data within Florida PALM.	
Process Step ID	Process Step Title	Description of Process
1	Identify a need to Add or Modify a Grant	Grant ChartField values within Florida PALM are used to track financial activity for all financial assistance, which provides support or stimulation to accomplish a public purpose. Agencies exempt from recording the receipt of financial assistance in FACTS, as defined in 215.985, F.S., may add or modify Grant values via manual online entry, using the Spreadsheet Upload (GMI008), or via an interface from their Agency Business System (GMI001). All other Agencies must establish Grant values directly within FACTS.
2	Record/Modify Grant directly in FACTS	Agencies, NOT exempt from FACTS, must record grant information directly into FACTS in order to add a new or updated grant value within Florida PALM. If the user determines the ALN or CSFA value needed for the grant, is not available in FACTS, the Agency GM Processor will need to request a value be added to

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
		<p>Florida PALM via 90.2.2 Add or Modify ALN/CSFA subprocess.</p> <p>Users with the Agency Grant Reporter role will have access to reports and read only access to Grant Information page.</p>
3	Inbound Grant Data (GMI001, GMI008)	<p>Agencies exempt from recording information in FACTS may utilize the Grant Spreadsheet Upload or interface directly from their ABS to add or modify Grant values within Florida PALM.</p> <p>Grant values and relevant information for all other Agencies will be interfaced directly from the FACTS system.</p>
4	Perform Interface Error Checking	<p>If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for processing in the Grant Information Pages. Additional edits will be performed during the transaction life cycle.</p> <p>Rejected transactions are managed through the 120.1 Interface Error Handling Process</p> <p>This error checking process will validate the following information for Grant Information:</p> <ul style="list-style-type: none"> • Supplier Validation
5	Load Grant Information	<p>If the file passes the interface error checking process successfully, the data will be loaded to Florida PALM.</p>
6	Record/Modify General Grant Information (GME001)	<p>Agencies exempt from recording information in FACTS, as defined in 215.985, F.S., may use the custom online Grants Information Page to add or modify a grant value or associated information, directly within Florida PALM.</p> <p>See Figures 1 through 3 Grant Information Page</p> <p>If the Agency GM Processor determines the ALN or CSFA value needed for the grant is not available in Florida PALM, the Agency GM Processor will need to</p>

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
		request a value be added via 90.2.2 Add or Modify ALN/CSFA subprocess.
7	Update ChartField Status	The Agency GM Maintainer will review grant values and information established online for completeness and update the status. Updating the status triggers the systematic establishment of the Grant ChartField value and makes the value available for use on transactions. This manual step is only needed for FACTS exempt agencies using online entry. Grant values added or updated through interface, or the Spreadsheet Upload will be loaded with the appropriate status.
8	Grant ChartField value Created/Updated	The Grant ChartField value is created and available for use on a transaction. Newly activated values and updated ChartField values will be reflected on GLR091 ChartField Value Report.

Grant Information Page

The following screen shots are conceptual mockups of the Grants Information Page and its related pagelets. The Grants Information Page is a group of online pages that are used to add new, update or search and view established Grant ChartField values and associated information. This group of pages will be view only for all agencies unless exempt from recording information within FACTS per 215.985, F.S.

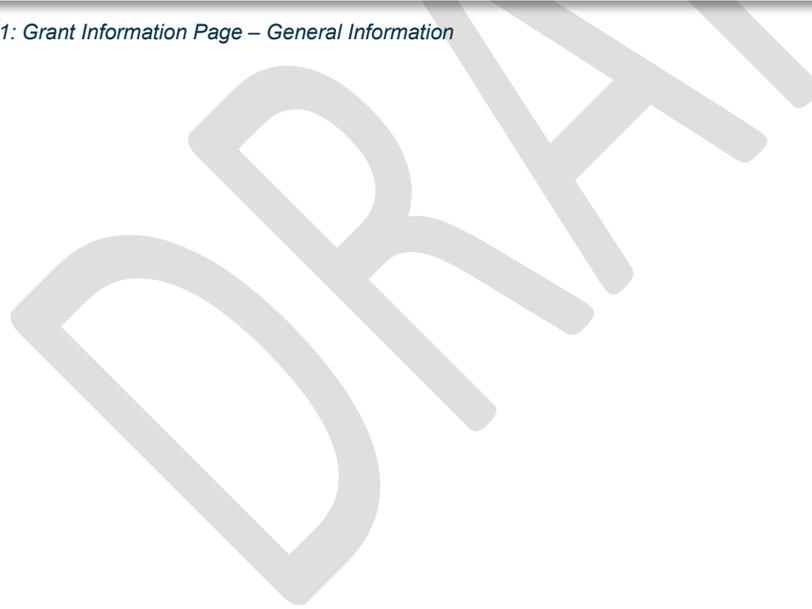
The Grant Information Page is divided into four pagelets:

- **General Information** – used to record the basic, or general, information about the grant. Reference Figure 1
- **Letter of Credit** - used to record Letter of Credit (LOC) and subaccount values associated to the grant and needed for the purposes of completing drawdowns from the grantor's financial system. All information on this tab is optional, but a Letter of Credit value is required to record subaccount values. Reference Figure 2
- **ALN/CSFA** – used to record financial assistance reference numbers, both federal and state if applicable for the grant. Multiple values of each are allowed. If multiple values are recorded, a Primary ALN and Primary CSFA must be identified. Reference Figure 3
- **ChartField Activation** – used to update the status of the Grant value for use on a transaction within the Grant ChartField. This tab is populated with information from the General Information tab but is only add/update accessible by the Agency GM Maintainer role, within Business Units exempt from recording information in FACTS. Reference Figure 4

Grant Information Page

Grant Information	ALN CFSA Information	Chartfield Activation	LOC
Business Unit: 43000	Grant Type: Project Grant	Chartfield Status: Inactive	
Grant ID: 19534	Grant Status: Approved Award	FACTS Indicator: <input type="checkbox"/>	
Short Title: DOE Grant FY 2023	Long Title: DOE Grant FY 2023		
Grant Amount: 111,111,111,111			
Agency Reference Number:			
Grant Award Date: 9/5/2023	Grant Start Date: 10/1/2023	Grant End Date: 9/30/2024	
Description DOE Grant FY 2024 - Reference No#235.2352.34524- Long Description...254 characters?			
Grantor Details			
Grantor ID: SP02423	Grantor Name: Department of Energy		
Grantor Award Reference: 235.2352.34524	Grantor Type: F - Local Government		
Added by: USER-1138 Mark Smith	Date Added: 09/15/2023 11:01:23 AM		
Last Updated by: USER-1140 John Turner	Last Updated: 09/27/2023 8:01:23 PM		
SAVE			

Figure 1: Grant Information Page – General Information



Grant SubAccount Information Page

Grant Information	SubAccount Information	Chartfield Activation
Grant ID: 19534	Short Description: <input type="text" value="DOE Grant FY 2024"/>	Grant Status: Approved Award
LOC ID: <input type="text" value="LOC#445034"/>		
SubAccount Information		
SubAccount 1:	<input type="text"/>	
SubAccount 2:	<input type="text"/>	
SubAccount 3:	<input type="text"/>	
SubAccount 4:	<input type="text"/>	
SubAccount 5:	<input type="text"/>	
SubAccount 6:	<input type="text"/>	
SubAccount 7:	<input type="text"/>	
SubAccount 8:	<input type="text"/>	
SubAccount 9:	<input type="text"/>	
SubAccount 10:	<input type="text"/>	
SubAccount 11:	<input type="text"/>	
SubAccount 12:	<input type="text"/>	
SubAccount 13:	<input type="text"/>	
SubAccount 14:	<input type="text"/>	
SubAccount 15:	<input type="text"/>	
SAVE		

Figure 2: Grant Information Page – LOC/SubAccount Information



Grant ALN CSFA Information Page

Grant Information		ALN CSFA Information		Chartfield Activation		LOC	
Business Unit:	43000	Grant ID:	19534	Grant Status:	Approved Award <input type="button" value="v"/>		
Short Description:	DOE Grant FY 2024		Description:	DOE Grant FY 2024 for random stuff			
ALN Details				CSFA			
ALN#:		Primary		CSFA#		Primary	
ALN 1:	<input type="text"/>	<input checked="" type="checkbox"/>		CSFA 1:	<input type="text"/>	<input type="checkbox"/>	
ALN 2:	<input type="text"/>	<input type="checkbox"/>		CSFA 2:	<input type="text"/>	<input checked="" type="checkbox"/>	
ALN 3:	<input type="text"/>	<input type="checkbox"/>		CSFA 3:	<input type="text"/>	<input type="checkbox"/>	
ALN 4:	<input type="text"/>	<input type="checkbox"/>		CSFA 4:	<input type="text"/>	<input type="checkbox"/>	
ALN 5:	<input type="text"/>	<input type="checkbox"/>		CSFA 5:	<input type="text"/>	<input type="checkbox"/>	
ALN 6:	<input type="text"/>	<input type="checkbox"/>		CSFA 6:	<input type="text"/>	<input type="checkbox"/>	
ALN 7:	<input type="text"/>	<input type="checkbox"/>		CSFA 7:	<input type="text"/>	<input type="checkbox"/>	
ALN 8:	<input type="text"/>	<input type="checkbox"/>		CSFA 8:	<input type="text"/>	<input type="checkbox"/>	
ALN 9:	<input type="text"/>	<input type="checkbox"/>		CSFA 9:	<input type="text"/>	<input type="checkbox"/>	
ALN 10:	<input type="text"/>	<input type="checkbox"/>		CSFA 10:	<input type="text"/>	<input type="checkbox"/>	
ALN 11:	<input type="text"/>	<input type="checkbox"/>		CSFA 11:	<input type="text"/>	<input type="checkbox"/>	
ALN 12:	<input type="text"/>	<input type="checkbox"/>		CSFA 12:	<input type="text"/>	<input type="checkbox"/>	
ALN 13:	<input type="text"/>	<input type="checkbox"/>		CSFA 13:	<input type="text"/>	<input type="checkbox"/>	
ALN 14:	<input type="text"/>	<input type="checkbox"/>		CSFA 14:	<input type="text"/>	<input type="checkbox"/>	

Figure 3: Grant Information Page – ALN and CSFA Information Page

Grant - ChartField Activation Page

Grant Information		Letter of Credit (LOC)		ALN/CSFA		Chartfield Activation	
Business Unit:	43000	Grant ID:	19534	Grant Type:	Government		
Short Description:	Contract FY 2023						
Effective Date:	<input type="text" value="7/1/2023"/>	<input type="button" value="B1"/>	Chartfield Status:	Active <input type="button" value="v"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="button" value="SAVE"/>							

Figure 4: Grant Information Page – ChartField Activation

90.2.2 – Add or Modify ALN/CSFA

Table 2: Add or Modify ALN/CSFA

90.2.22 – Add or Modify ALN/CSFA	
Module	Custom Grant Page
Related Module(s)	General Ledger
Swim Lanes – Definition	Agency GM Processor: agency role responsible for entering information on the Grant Information Page. DFS GM Maintainer: Enterprise role responsible for ensuring accurate Federal Assistance Listing Numbers (ALN) and Catalog of State Financial Assistance

This document is a draft and subject to change.

(CSFA) information is recorded, including CMIA reporting indicators. This role is also responsible for uploading ALN/CSFA Spreadsheet to add or modify grant information.

Agency Grant Reporter: (role not shown as a swimlane on flow diagram) role assigned to view grant data within Florida PALM.

Process Step ID	Process Step Title	Description of Process
1	Identify a need to add/modify ALN/CSFA	The Agency GM Processor may find that the ALN or CSFA that they need is not available in FACTS or Florida PALM and will need to request a new value or request an update to an existing value's information.
2	Complete State Project Determination Checklist	If a new CSFA is needed the Agency GM Processor will complete the State Project Determination Checklist form, DFS-A2-PD, to determine if the request to establish a new CSFA is appropriate based on DFS rules and Florida Statutes.
3	Complete Agency CSFA Request Form	The Agency GM Processor will complete the Agency Request for New CSFA Project Number form, DFS-A2-AR, per the included instructions.
4	Submit Request to DFS	The Agency GM Processor will submit the CSFA request and all supporting documentation to DFS via the method established in DFS policy and procedures.
5	Review CSFA Request	The DFS GM Processor 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.
6	Notify Requestor	If the CSFA request is not approved, the DFS GM Maintainer will need to notify the requestor via email or phone. If the request is approved, then the DFS GM Maintainer will add or modify the CSFA via online page or spreadsheet upload. If the request is not approved, the DFS GM Maintainer notify the requestor by phone or email per agency guidance.
7	Correct CSFA Request Errors	If contacted by the DFS GM Maintainer that corrections are needed for the CSFA request, the Agency GM Processor will need to make the necessary corrections within the paper documents and resubmit their request per DFS policy and procedures.

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
8	Submit ALN request to DFS	The Agency GM Processor determines whether a new ALN is needed in Florida PALM and FACTS. The Agency GM Processor will submit the request and supporting documentation for a new ALN to DFS for review per the established DFS procedures.
9	Review ALN Request	The DFS GM Maintainer will review the ALN request and approve based on DFS policy and procedures.
10	Notify Requestor	<p>If the ALN request is not approved, the DFS GM Maintainer will need to notify the requestor via email or phone.</p> <p>If the request is approved, then the DFS GM Maintainer will add or modify the ALN via online page or spreadsheet upload. If the request is not approved, the DFS GM Maintainer notifies the requestor by phone or email per agency guidance.</p>
11	Correct ALN Request Errors	If contacted by the DFS GM Maintainer that corrections are needed for the ALN request, the Agency GM Processor will need to make the necessary corrections within the paper documents and resubmit their request per DFS policy and procedures.
12	Record/Modify ALN/CSFA	<p>The DFS GM Maintainer may add or modify ALNs or CSFAs directly in Florida PALM via the custom online page.</p> <p>See Figure 5: ALN/CSFA Information</p> <p>This custom page may also be utilized for updating the CMIA indicator on ALNs 90.2.4 Monitor CMIA process.</p>
13	ALN/CSFA Spreadsheet Upload (GMI010)	<p>The DFS GM Maintainer may add or modify ALNs or CSFAs using the ALN/CSFA Spreadsheet Upload.</p> <p>This tool will allow for single or multiple add/updates and can be utilized for updating the CMIA indicator on ALNs per 90.2.4 Monitor CMIA process.</p>
14	Perform Interface Error Checking	<p>If the file is rejected, all transactions in the file are rejected and the file must be resubmitted once the issue is resolved.</p> <p>If the file is not rejected, edit validations are performed on each transaction before the data is allowed to load for</p>

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
		processing in the Grant Information Pages. Additional edits will be performed during the transaction life cycle. Rejected transactions are managed through the 120.1 Interface Error Handling Process This error checking process will validate the following information for Grant Information: <ul style="list-style-type: none"> • ChartField Validation • ChartField Combination Edits • Open Period Validation • The edit check process includes the Budgetary Value combination edit check, which checks Fund, BE, & Category combinations for a BU, the transaction will fail if this combination is inaccurate.
15	Load ALN/CSFA Information	If the file passes the interface error checking process successfully, the data will be loaded to Florida PALM.
16	Outbound ALN/CSFA Extract (GMI011)	Outbound interface, GMI011, will extract the valid ALN and CSFA values and associated information to share with FACTS and Agency Business Systems, as applicable.

ALN CSFA	CMIA Funding
GM ALN/CSFA Information	
SetId: SHARE	ALN/CSFA: F10.086
ALN /CSFA Details Find View All First 1 of 1 Last	
Effective Date: 2/23/2013	Status: Active
Agency ID: HHS	CMIA Indicator: <input checked="" type="checkbox"/>
Short Description: Clinical	
Long Description: Clinical Research	
Return to Search	

Figure 5: ALN/CSFA Information

This document is a draft and subject to change.

90.2.3 – Monitor and Closeout Grant

Table 3: Monitor and Closeout Grant

90.2.3 – Monitor and Closeout Grant		
Module	Custom Grant Page	
Related Module(s)	Commitment Control, Accounts Payable, Accounts Receivable, General Ledger, InterUnit	
Swim Lanes – Definition	<p>Agency GM Processor: agency role responsible for entering information on the Grant Information Page.</p> <p>Agency GM Maintainer: agency role responsible for ensuring accurate grant information is recorded, uploading Grant Spreadsheet to add or modify grant information, and updating the Grant ChartField Status.</p> <p>Agency Grant Reporter: (role not shown as a swimlane on flow diagram) role assigned to view grant data within Florida PALM.</p>	
Process Step ID	Process Step Title	Description of Process
1	Review Grant Financials	<p>The Agency GM Processor will monitor Grant financial activities using a variety of reports and online screens.</p> <p>The Agency GM Processor will review grant transactions to confirm they are allowable and recorded correctly, using the appropriate COA values based on DFS Reference Guide for State Expenditures, GAAP, or other statutory and grantor requirements.</p> <p>Corrections to Grant 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.)</p> <p>The user should determine which source module is needed to make the corrections.</p> <p>If the original transaction was entered as an AP voucher use the 30.3.1 Process Vouchers subprocess to enter an adjustment voucher.</p> <p>If the original transaction was recorded as an AR transaction, then use the appropriate subprocess within 60.2 Deposit and Apply Receipts to correct an AR item deposit or a direct journal deposit.</p> <p>If the original transaction was recorded as an InterUnit transaction, then use the appropriate subprocess within 110.1 Inter/IntraUnit Transaction Processing to correct an Inter/IntraUnit transaction.</p>

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
		If the original transaction was entered as a GL Journal, the correcting entry must be following the steps in 10.2.3 Agency Create and Approve Journals subprocess.
2	Complete Financial Reports	<p>Determine if any periodic reports are due such as the SF-425, progress or performance reports.</p> <p>The Agency GM Processor will utilize reports within Florida PALM and the Data Warehouse to populate the reports using the Grantor's prescribed format.</p>
3	Review Reports for Financial Close	<p>Determine if the Grant is eligible for financial closeout by reviewing the End Date. If the grant is eligible for closeout, then review reports for financial closure.</p> <p>This includes ensuring all supplier payments are received and processed and subrecipient requests for funding have been satisfied, and any refunds due have been collected.</p> <p>To verify that all Projects associated with the grant are closed, the Agency GM Processor will need to work with the Agency PC Processor to close any open Projects, using the 90.1.5 Monitor and Closeout Project subprocess.</p> <p>To ensure that all encumbrances with a grant are closed, the Agency GM Processor will need to work with the Agency Encumbrance Processor to liquidate any open encumbrances for the Grant using the 30.2.1 Create and Maintain Encumbrances subprocess.</p>
4	Submit Final Closeout Reports to Grantor	Once all financial obligations have been satisfied and no outstanding receipts are due to the Agency, the Agency GM Maintainer will submit the final paperwork to the Grantor for Grant Closeout.
5	Grantor's Final Settlement Received	<p>When the Grantor has accepted the request for Close, the Agency will receive the Final Settlement letter, which will indicate if funds are due back to the Grantor.</p> <p>If payment is due to the Grantor, the Agency GM Maintainer will work with the appropriate staff to issue a warrant/EFT to the Grantor for the funds due, using the subprocess 30.3.1 Process Vouchers.</p>

This document is a draft and subject to change.

Process Step ID	Process Step Title	Description of Process
		Upon receipt of settlement with the grantor the Agency GM Maintainer will update the Grant status to closed per 90.2.1 Add or Modify Grant subprocess.

DRAFT

This document is a draft and subject to change.

Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 4: Accounting Events Included on Business Process Flow Diagrams

Ledger Impact ID	Accounting Event	Commitment Control Ledger(s) Impact	Source Module Accounting Entry	General Ledger (Actuals) Entry
N/A				

Note: The Grant ChartField is an optional field for all transactions which is included in the related accounting events if used by the agency.

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 5: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	GLR091	ChartField Value Report – Listing of ChartField values established.	PeopleSoft	Periodic, Monthly	Agency, DFS
R2	GLR079	Cash Balance and Activity Report - report that provides the cash balance and related cash	PeopleSoft	Periodic, Monthly and/or Annually	Agency, DFS

This document is a draft and subject to change.

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
		transactions for requested combination of ChartFields.			
R3	GLR099	Trial Balance Report – report that lists debit and credit activity by ChartField and date.	PeopleSoft	Monthly	Agency
R4	KKR008	Schedule of Allotment Balances Report – Custom report reflecting recorded allotments, encumbrances, expenditures, and associated remaining balances for designated time periods grouped by designated ChartFields and ChartField combinations.	PeopleSoft	Monthly	Agency
R5	KKR018	Agency Obligations Report - A custom report that provides encumbrances and payables by ChartField combinations.	PeopleSoft	Monthly	Agency

Note: A complete list of reports may be found in the [Reports Catalog](#)².

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 6: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
GMC001	Grants (for Accounting Purposes) – Conversion of titling and administrative information required to manage active grants, with details for applicable relationships.	FLAIR, ABS

Note:
 A complete list of conversions may be found in the [Conversions Catalog](#)³.

² <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

³ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 7: 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 or FACTS.	Daily	Agency Business System and FACTS	Florida PALM
GMI008	Inbound Grant Spreadsheet Upload – Inbound interface to allow mass upload of Grant values via spreadsheet (Excel) upload.	Daily	Agency	Florida PALM
GMI010	Inbound ALN/CSFA Spreadsheet Upload – Inbound Interface to allow DFS to update ALN/CSFA data and CMIA funding in the ALN/CSFA tables via spreadsheet (Excel) upload.	Daily	DFS	Florida PALM
GMI011	Outbound ALN and CSFA Extract – Outbound Interface containing active Assistance Listing Numbers (ALN) and CSFA numbers.	Daily	Florida PALM	FACTS, Agency Business Systems

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁴.

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 8: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
N/A	N/A	N/A

⁴ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 9: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
N/A	N/A	N/A

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 10: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
N/A	N/A	N/A

Appendix

N/A