

# FAMIS Classification Structure Grant Code

In this video, we will review Grant Code structure in the City's financial system, FAMIS. Let's briefly review what a grant code is used for.

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FAML6220 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS          01/12/2009
LINK TO:              GRANT SUMMARY INQUIRY                          11:00 AM

BALANCE (Y,M,Q,A) : A          CURR/PRIOR PRD :          CURRENCY CODE :
FISCAL MO/YEAR    : 07 2009 JAN 2009          GRANT END DATE: 09/30/2010
GRANT             : COSAFE FEDERAL SAFE HAVEN
GRANT DETAIL     : 08CO FEDERAL SAFE HAVEN
CHARACTER        : X
OBJECT CODE      :
FUND TYPE        :
FUND             :
SUBFUND          :

-----
S CHAR  DESCRIPTION          BUDGET    ACTUAL    PREENC/ENC    BALANCE
400     INTERGOVERNMENTAL    400,000    35,132
REVENUE TOTAL          400,000    35,132          -364,868
001     SALARIES              29,800
013     MANDATORY FRINGE B    10,200
021     NON PERSONNEL SERV    12,500          4,313          8,187
038     CITY GRANT PROGRAM    347,500    44,224          303,276
EXPENDITURE TOTAL    400,000    48,537          303,276    48,187

F1-HELP    F2-SELECT          F4-PRIOR    F5-NEXT
F7-PRIOR PG F8-NEXT PG    F9-LINK
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When a City department receives grant funding, the department must request a FAMIS grant code from the Controller's grant accountant or designated department staff in order to identify the grant revenues and expenditures in the financial system as shown in the "Grant Summary", or 6220 screen...

## Grant Code

FAML6410 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS 01/12/2009  
LINK TO: GRANT TRIAL BALANCE INQUIRY 11:00 AM

FISCAL MO/YEAR : 07 2009 CURRENCY CODE :  
GRANT : COSAFE FEDERAL SAFE HAVEN  
GRANT DETAIL : 08CO FEDERAL SAFE HAVEN  
FUND TYPE :  
FUND :  
SUBFUND :  
PROJECT :  
PROJECT DETAIL :

| S ACCT | DESCRIPTION                  | JAN 2009   | BALANCE     |
|--------|------------------------------|------------|-------------|
| 101    | EQUITY IN CITY TREASURY-POOL | -13,405.06 | -29,564.37  |
| 120    | GRANTS RECEIVABLE            | 1,000.00   | 16,159.31   |
| 161    | ADVANCES                     | -1,000.00  | 0.00        |
| 201    | VOUCHERS PAYABLE             | 13,237.87  | 0.00        |
| 349    | RESERVED FOR ENCUMBRANCES    | 0.00       | -303,276.22 |
| 379    | RESERVE FOR APPROPRIATION (N | 0.00       | -381,027.21 |
| 381    | UNREALIZED ESTIMATED SOURCES | 0.00       | 381,027.21  |
| 408    | SOURCES-CFWD USE OF UNDESIGN | 0.00       | 340,695.66  |

F1-HELP F2-SELECT F4-PRIOR F5-NEXT  
F7-PRIOR PG F8-NEXT PG F9-LINK

...as well as asset and liability accounts such as grants receivable and vouchers payable as shown in the "Grant Trial Balance", or 6410 screen. Coding all grant transactions with the specific grant code is critical in order to fulfill reporting, audit, and compliance requirements. Even though most FAMIS users do not have access to add or update grant codes, you will need to understand the grant code structure because it is often necessary to make a request to your grant accountant or designated department staff to add new grant codes or update existing ones. Let's now go to the FAMIS Grant Setup screen to review in more detail.

FAML0000 V5.1 CITY AND COUNTY OF SAN FRANCISCO--NFAMIS 01/12/2009  
LINK TO: MAIN MENU 9:44 AM

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USE THE FUNCTION KEYS TO SELECT AN OPTION:

- (2) - TABLE MAINTENANCE
- (3) - FINANCIAL PROCESSING
- (4) - SYSTEM MANAGEMENT
- (5) - FINANCIAL INQUIRY
- (8) - DOCUMENT AUTHORIZATION MENU
- (9) - LINK/HELP
- (11) - VENDOR MAINTENANCE/INQUIRY MENU
- (12) - USER CLASS SELECTION
- (CL) - EXIT

On the FAMIS main menu, press F2 for "Table Maintenance".

## Grant Code

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FAML5000 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/12/2009
LINK TO:              TABLE MAINTENANCE                          9:48 AM

      USE THE FUNCTION KEYS TO SELECT AN OPTION:

(1) - CLASSIFICATION STRUCTURE
(2) - GENERAL LEDGER TABLES
(3) - OBJECT CODE TABLES
(4) - OTHER TABLES
(9) - LINK/HELP
(CL) - EXIT
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This takes you to FAMIS screen 5000. Then press F1 to go to "Classification Structure".

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FAML5001 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/12/2009
LINK TO:              CLASSIFICATION STRUCTURE                    9:48 AM

      USE THE FUNCTION KEYS TO SELECT AN OPTION:

(1) - FUND TYPES
(2) - FUNDS
(3) - SUBFUNDS
(4) - PROGRAMS
(5) - DEPARTMENT ACTIVITY
(6) - ORGANIZATION CODES
(7) - PROJECTS
(8) - GRANTS
(9) - LINK/HELP
(10) - USER CODES
(11) - INDEX CODES
(CL) - EXIT
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Select F8 to go to the FAMIS 5070 Grant Setup screen.

## Grant Code

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FAML5070 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/20/2009
LINK TO:                GRANTS                                     3:40 PM
                                                                PAGE 1 OF 4

GRANT                   : COSAFE          FEDERAL SAFE HAVEN
GRANT DETAIL           :
TITLE                  : FEDERAL SAFE HAVEN
LOWER LVL REQUIRED      : Y
  GRANT TYPE           : T              FEDERAL GRANT - STATE PASS-THROUGH
  CONTYP /FNDS CTL:
  CCSF FILE NMBR      :
  RESP DEPARTMENT     :
  DONOR AGENCY        :
  CCSF APPROVAL       :
  FEDERAL CATALOG     :
  CLOSING DATE        :
  INT DIST BY GRT     :
PLAN DATES  START     :                END :                IDC REIMBURSE :
ACTUAL DATES START    :                END :                GRACE PERIOD :
CREATE DATE : 09/27/2007    STATUS IND : A
UPDATE DATE : 09/27/2007    STATUS DATE : 09/27/2007
F1-HELP      F2-SELECT      F4-PRIOR   F5-NEXT
              F8-NEXT PG    F9-LINK   F10-SAVE  F11-SAVE DTL
```

For each new grant, you'll need a new grant code. A FAMIS grant code has 6 alphanumeric characters and should always start with the 2-character department code.

However, not every new grant agreement should be considered new. A substantial number of grants the City receives are recurring in nature - that is, they are granted to the City each year to fund the same programs and related positions and essentially provide a portion of the Department's operating budget. These grants should not be considered new and new grant codes should not be setup every year the grant is received.

Instead, a grant detail under the same grant code should be created in order to track the separate grant agreements. Grant details can also be used to track distinctly separate parts of a grant. Index codes for grants can also be setup to control appropriation at different levels of grant detail, so grant details can serve as a spending control, if appropriate for the grant.

The Controller's Office recommends requiring input of at least the first two characters of the grant detail field, also known as detail 1, for the funding year because one-time grants are sometimes renewed. So grant codes are usually setup to require input of the grant detail field. This is done by setting the "lower level required" field to "Y". In this example, the Controller has setup a grant code COSAFE and "lower level required" is "Y". "When this indicator is "Y" for the grant code, only the grant title and type will be required. Note that the grant code must be saved by pressing F10 before adding detail. Never change the "lower level required" indicators once transactions have been posted to the grant. This can make a grant very difficult to reconcile and closeout, primarily because FAMIS will not allow a transaction to be posted to two different levels of grant detail.

The grant type must accurately reflect the funding source. You can drill down on this field using F2 for a full list of grant types.

**Grant Code**

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FAML5999 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/20/2009
                        TABLE LOOKUP                               3:40 PM

S  GRANT TYPE          STAT TITLE
-----
B1  PROJECT GRANTS - FEDERAL
B2  PROJECT GRANTS - STATE
B3  PROJECT GRANTS - LOCAL
B4  PROJECT GRANTS - MTC
E    EXPENDITURE-DRIVEN
F    FEDERAL GRANT
G    GIFT
I    INKIND
L    LOCAL GRANT
M    MULTIPLE FUNDING SOURCES
P    PRIVATE GRANT
R    LOAN REPAYMENT (PROGRAM INCOME)
S    STATE GRANT
T    FEDERAL GRANT - STATE PASS-THROUGH

                F2-SELECT
F7-PRIOR PG  F8-NEXT PG
    
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If the grant is Federal or Federal State or Other Pass-Thru, make sure to have the CFDA number available as it needs to be saved to each of the grant details.

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FAML5070 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/20/2009
LINK TO:                GRANTS                                     3:41 PM
                                                                PAGE 1 OF 4

GRANT                   : COSAFE          FEDERAL SAFE HAVEN
GRANT DETAIL           : 08              FEDERAL SAFE HAVEN, FY08
TITLE                  : FEDERAL SAFE HAVEN, FY08
LOWER LVL REQUIRED      : Y
  GRANT TYPE           : T                FEDERAL GRANT - STATE PASS-THROUGH
  CONTYP /FNDS CTL:
  CCSF FILE NMBR      :
  RESP DEPARTMENT     :
  DONOR AGENCY        :
  CCSF APPROVAL       :
  FEDERAL CATALOG     :
  CLOSING DATE        :
  INT DIST BY GRT     :
PLAN DATES  START     :                   END :                   IDC REIMBURSE :
ACTUAL DATES START   :                   END :                   GRACE PERIOD :
CREATE DATE : 09/27/2007  STATUS IND : A
UPDATE DATE : 09/27/2007  STATUS DATE : 09/27/2007
F1-HELP      F2-SELECT   F4-PRIOR   F5-NEXT
              F8-NEXT PG  F9-LINK    F10-SAVE  F11-SAVE DTL
    
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Grant detail 1 represents the first 2 characters of the grant detail and should indicate the funding year of the grant agreement. If the grant may not be a one-time grant, then grant detail 1 should be included so that new details can be added for new agreements. If only the first two characters of the grant detail field will be used for this grant, the "lower level required" field should be "N". If more characters will be used, "Y". Press F10 to save and add detail 1.

**Grant Code**

```

FAML5070 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      10/01/2008
LINK TO:          GRANTS                                         11:29 AM
                                                           PAGE 1 OF 4

GRANT             : COSAFE          FEDERAL SAFE HAVEN
GRANT DETAIL     : 08CO           FEDERAL SAFE HAVEN,FY08,CON
TITLE            : FEDERAL SAFE HAVEN,FY08,CON
LOWER LVL REQUIRED : N
GRANT TYPE       : T              FEDERAL GRANT - STATE PASS-THROUGH
CONTYP /FNDS CTL: GY  Y          DONOR FUNDING FY
CCSF FILE NMBR  :
RESP DEPARTMENT : CON           CONTROLLER
DONOR AGENCY    : OES           GOVERNOR'S OFFICE OF EMERGENCY SVCS
CCSF APPROVAL   :
FEDERAL CATALOG : 16527        SUPERVISED VISITATION, SAFE HAVENS FOR C
CLOSING DATE    :
INT DIST BY GRT :
PLAN DATES      START : 10/01/2008   END : 09/30/2010   IDC REIMBURSE : N
ACTUAL DATES   START : 10/01/2008   END : 09/30/2010   GRACE PERIOD  : N
CREATE DATE    : 09/27/2008         STATUS IND      : A
UPDATE DATE    : 10/21/2008         STATUS DATE    : 09/27/2008
F1-HELP        F2-SELECT             F4-PRIOR       F5-NEXT
                F8-NEXT PG           F9-LINK        F10-SAVE       F11-SAVE DTL
    
```

Often, it is necessary to use the 3rd and 4th characters of the grant detail field in order to separate different parts of a grant agreement. This part is considered detail 2. Press F10 to save and add detail 2.

The grant detail field can be made up of as many as 6 characters, although the 5th character, detail 3, and 6th character, detail 4, are not usually used.

Once you've specified the lowest level of detail that you want to use by indicating "N" for "Lower Level Required", you'll be required to complete additional information, starting with CFDA number if the grant is "F" for Federal or "T" for Federal State or Other Pass Thru. Select F2 on this field to see the full list.

```

FAML5999 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      01/20/2009
                                                           3:40 PM
S FEDERAL CATALOG  STAT TITLE
-----
16527              SUPERVISED VISITATION, SAFE HAVENS FOR CHILDREN
16540              JUVENILE JUSTICE/DELIQ PREV-ALLOCATION
16541              JUVENILE JUSTICE & DELINQUENCY PREVENTION-SPECIAL
16542              NATIONAL INSTITUTE FOR JUVENILE JUSTICE
16543              MISSING CHILDREN ASSISTANCE
16544              JUVENILE GANGS & DRUG ABUSE/TRAFFICKING
16560              RESEARCH,EVAL,& DEVELOPMENT PROJECT GRANT
16575              CRIME VICTIM ASSISTANCE
16579              BYRNE FORMULA GRNT-STATE/LOC NARC CONTROL ASSISTAN
16580              BYRNE MEMORIAL STATE & LOCAL LAW ENFORCEMENT ASSIS
16585              DRUG COURT DISCRETIONARY GRANT PROGRAM
16586              VIOLENT OFFENDER INCARCERATION & TRUTH IN SENTENCI
16588              VIOLENCE AGAINST WOMEN FORMULA GRANTS
16589              VICTIMS OF DOMESTIC VIOLENCE
16590              GRANTS TO ENCOURAGE ARREST POLICIES AND ENFORCEMEN
                F2-SELECT
F7-PRIOR PG      F8-NEXT PG
    
```

Check with the granting agency to ensure this number is correct. This number is often listed in the grant agreement or application. If the CFDA number is not identified in grant award documents, the administering department is responsible for obtaining the information from the granting agency.

## Grant Code

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FAML5070 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    10/01/2008
LINK TO:          GRANTS                                     11:29 AM
                                                           PAGE 1 OF 4

GRANT              : COSAFE          FEDERAL SAFE HAVEN
GRANT DETAIL       : O8CO           FEDERAL SAFE HAVEN,FY08,CON
TITLE              : FEDERAL SAFE HAVEN,FY08,CON
LOWER LVL REQUIRED  : N
GRANT TYPE         : T              FEDERAL GRANT - STATE PASS-THROUGH
CONTYP /FNDS CTL: GY   Y          DONOR FUNDING FY
CCSF FILE NMBR    :
RESP DEPARTMENT   : CON           CONTROLLER
DONOR AGENCY      : OES           GOVERNOR'S OFFICE OF EMERGENCY SVCS
CCSF APPROVAL     :
FEDERAL CATALOG   : 16527        SUPERVISED VISITATION, SAFE HAVENS FOR C
CLOSING DATE      :
INT DIST BY GRT   :
PLAN DATES        START : 10/01/2008   END : 09/30/2010   IDC REIMBURSE : N
ACTUAL DATES      START : 10/01/2008   END : 09/30/2010   GRACE PERIOD  : N
CREATE DATE       : 09/27/2008         STATUS IND   : A
UPDATE DATE       : 10/21/2008         STATUS DATE  : 09/27/2008
F1-HELP          F2-SELECT             F4-PRIOR    F5-NEXT
                  F8-NEXT PG          F9-LINK     F10-SAVE    F11-SAVE DTL
```

Specify donor agency. The donor agency is the organization that the City has a direct grant agreement with. You can also drill down on this field by using F2 to find the donor agency.

```
FAML5999 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS    01/20/2009
TABLE LOOKUP      3:40 PM

S FEDERAL AGENCY   STAT TITLE
-----
OES                OFFICE OF EMERGENCY SERVICES-STATE
OFA                THE OFFICE OF FAMILY ASSISTANCE
OICD               OFFICE OF INTERNATIONAL COOPERATION & DEVELOPMENT
OJDP               OFFICE OF JUVENILE JUSTICE & DELINQUENCY PREVENTIO
OJJPD              OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENT
OJP                OFFICE OF JUSTICE PROGRAMS
OLA                OFFICE OF THE LEGAL ADVISER (19.200-201)
OLAP               OFFICE OF LEAD-BASED PAINT ABATEMENT & POISONING P
OOS                DHHS-OFFICE OF THE SECRETARY
OPDR               OFFICE OF POLICY DEVELOPMENT & RESEARCH (14.506-14
OPEN               OPEN SOCIETY INSTITUTE, SOROS
OPHE               OFFICE OF FAIR HOUSING & EQUAL OPPORTUNITY (14.400
OPIC               OVERSEAS PRIVATE INVESTMENT CORPORATION
OPM                OFFICE OF PERSONNEL MANAGEMENT
ORR                THE OFFICE OF REFUGEE RESETTLEMENT

                  F2-SELECT
F7-PRIOR PG       F8-NEXT PG
```

If the agency is not listed, make a request to your grant accountant to add the donor. Once added, the donor agency can be saved to the grant.

## Grant Code

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```
FAML5070 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      10/01/2008
LINK TO:                GRANTS                                     11:29 AM
                                                                PAGE 1 OF 4

GRANT                   : COSAFE          FEDERAL SAFE HAVEN
GRANT DETAIL            : 08CO          FEDERAL SAFE HAVEN, FY08, CON
TITLE                   : FEDERAL SAFE HAVEN, FY08, CON
LOWER LVL REQUIRED       : N
  GRANT TYPE            : T              FEDERAL GRANT - STATE PASS-THROUGH
  CONTYP /FNDS CTL: GY   Y              DONOR FUNDING FY
  CCSF FILE NMBR       :
  RESP DEPARTMENT      : CON            CONTROLLER
  DONOR AGENCY         : OES            GOVERNOR'S OFFICE OF EMERGENCY SVCS
  CCSF APPROVAL        :
  FEDERAL CATALOG      : 16527          SUPERVISED VISITATION, SAFE HAVENS FOR C
  CLOSING DATE         :
  INT DIST BY GRT      :
PLAN DATES  START : 10/01/2008      END : 09/30/2010      IDC REIMBURSE : N
ACTUAL DATES START : 10/01/2008      END : 09/30/2010      GRACE PERIOD : N
CREATE DATE : 09/27/2008             STATUS IND   : A
UPDATE DATE : 10/21/2008             STATUS DATE  : 09/27/2008
F1-HELP      F2-SELECT                F4-PRIOR     F5-NEXT
F8-NEXT PG   F9-LINK                  F10-SAVE    F11-SAVE DTL
```

Specify the administering department as the "Responsible Department".

Specify plan and actual start and end dates. The "plan" dates are the beginning and ending of authorized spending. Usually, these are the grant agreement dates. However, if the authorization is given after the grant agreement start date, then the resolution or ordinance authorizing the appropriation must specifically indicate that the authorization is given retroactively. If this authorization is not given, then the plan start date should be the date that the resolution or ordinance is adopted. The actual dates are when transactions can be posted in FAMIS. The actual end date should not be more than 12 months after the plan end date. Once all this information is completed, the data can be saved using F10.

## Grant Code

```
FAML5071 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      01/20/2009
LINK TO:          GRANT ADMINISTRATIVE DATA                      3:46 PM
                                                           PAGE 2 OF 4

GRANT DETAIL      : COSAFE 08CO      FEDERAL SAFE HAVEN,FY08,CON
DONOR ADDRESS     : 123 A STREET
                  : SACRAMENTO, CA 95822

COUNTRY           : USA
GRT COMMITMNT (US$) : (FC):          CUR CODE:
TTL APR AMEND (US$) : (FC):          RESP UNT:
TTL COMMITMNT (US$) : (FC):          LANGUAGE:
GRANTOR ID NUMBER : 2007-CW-AX-0005
OUTSIDE FUNDING SRC : REPORT FREQUENCY :
LAST REPORT DATE  : NEXT REPORT DUE DATE:
LAST INVOICE AMOUNT : LAST INVOICE DATE :
HIGH LVL INDEX    :

REMARKS :

F1-HELP      F2-SELECT
F7-PRIOR PG  F8-NEXT PG  F9-LINK
```

There are additional pages that can be completed by pressing F8 which can be useful for departmental tracking purposes. In addition, it is recommended to identify the Grantor ID number, as it is specifically helpful for fulfilling audit requirements.

There is also a small space for keeping special and important notes for a grant.

All requests for grant code additions and edits must include all the required information. This information must be accurate and the action must be authorized by the department's financial officer. Information input in the Grant Setup is used to fulfill various reporting requirements, such as the Schedule of Expenditures of Federal Awards. Inaccurate information can lead to inaccurate reporting, which auditors may report as findings in the City's financial statements.

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FAML5070 V5.1      CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      10/01/2008
LINK TO:          GRANTS                                          11:29 AM
                                                           PAGE 1 OF 4

GRANT             : COSAFE      FEDERAL SAFE HAVEN
GRANT DETAIL     : 08CO        FEDERAL SAFE HAVEN,FY08,CON
TITLE            : FEDERAL SAFE HAVEN,FY08,CON
LOWER LVL REQUIRED : N
GRANT TYPE       : T           FEDERAL GRANT - STATE PASS-THROUGH
CONTYP /FNDS CTL: GY  Y       DONOR FUNDING FY
CCSF FILE NMBR  :
RESP DEPARTMENT : CON         CONTROLLER
DONOR AGENCY    : OES         GOVERNOR'S OFFICE OF EMERGENCY SVCS
CCSF APPROVAL   :
FEDERAL CATALOG : 16527       SUPERVISED VISITATION, SAFE HAVENS FOR C
CLOSING DATE    :
INT DIST BY GRT :
PLAN DATES      START : 10/01/2008   END : 09/30/2010   IDC REIMBURSE : N
ACTUAL DATES    START : 10/01/2008   END : 09/30/2010   GRACE PERIOD  : N
CREATE DATE     : 09/27/2008         STATUS IND   : A
UPDATE DATE    : 10/21/2008         STATUS DATE  : 09/27/2008
F1-HELP        F2-SELECT      F4-PRIOR      F5-NEXT
F8-NEXT PG     F9-LINK        F10-SAVE     F11-SAVE DTL
```

In conclusion, FAMIS grant codes are used to identify, control, and report on grant funds received from other entities. Grant details are used to separate different grant agreements and different parts of a grant. The number of characters for the grant detail field, or the amount of grant detail, must never be changed once used for transactions in the financial system. Each grant detail must be setup with the correct information to ensure accurate reporting. This concludes the grant setup training.