Slide 1 - Slide 1

Grant Budget Entry

Slide notes

Grant Budget Entry. In this video, we will show you how to add a new grant budget into the City's financial system, FAMIS. When a grant budget is not included in the Annual Appropriation Ordinance, the department must obtain approval in the form of accept and expend resolution or ordinance. You can watch the "Grant Accept and Expend" video for additional information on that process.

Slide 2 - Slide 2

```
FAML4000 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS         10/01/2008
LINK TO:                        FINANCIAL PROCESSING                      2:39 PM


PLEASE SELECT DOCUMENT TYPE  :
                            AJ - YEAR-END PROCESSING (NON RIMS-SHELL)
                            BW - WORKORDER BUDGET
                            CC - CANCELLATION OF CHECKS
                            CR - CASH RECEIPTS
                            EN - FAMIS ENCUMBRANCE DOCUMENT
                            EP - ENCUMBRANCE PAYMENT REQUESTS
                            ER - NON-RIMS ENCUMBRANCE PAYMENT REQUESTS
                            GB - GRANT BUDGET TRANSACTION
                            GE - GRANT JOURNAL ENTRY
                            GM - GRANT BUDGET TRANSACTION-RIMS
                            GR - RIMS GRANT JOURNAL ENTRY
                            IS - INTERDEPT'L SERVICES ENCUMBRANCE
                            JE - JOURNAL ENTRY
                            OS - SPECIAL CHECK REPLACEMENTS
                            OT - OTHER ONE-TIME VENDOR PAYMENTS



 F7-PRIOR PG  F8-NEXT PG   F9-LINK
 FP01 - ALL AVAILABLE DOC TYPES DISPLAYED, SELECT A DOC TYPE AND PRESS ENTER
```

Slide notes

Once the resolution or ordinance is passed by the Board of Supervisors and adopted by the Mayor, a grant budget entry in FAMIS is required to record the budget. Go to screen 4000, the Financial Processing Menu. You will find the two document types that can be used to record the transaction, which are "GB", Grant Budget Transaction, and "GM", Grant Budget Transaction-RIMS. RIMS stands for Recurring Information Management System and is a FAMIS document that can be reused. Since the same details are required on the notepad for all grant budget entries, GM documents can save you time in processing the transaction.

Remember that grant code and index code will be required when recording the grant budget transaction in FAMIS. Your department may have the authority to add and update grant and index codes. If not, a request to add the codes can be sent to your department's grant accountant. All such requests must be authorized by your fiscal officer.
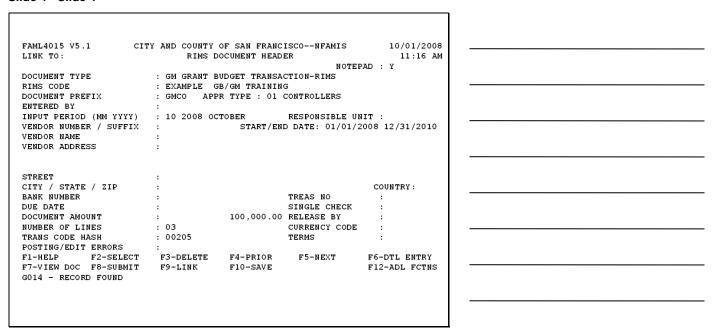
Slide 3 - Slide 3

```
FAML4610 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
LINK TO:              RECURRING TRANSACTIONS BY DOCUMENT TYPE          2:42 PM

DOCUMENT TYPE    : GM      GRANT BUDGET TRANSACTION-RIMS
INITIATING DEPT  : CON     CONTROLLER

   RIMS                                          LST UPDATE  REL  NEXT  AUTO
S  CODE   -------- D E S C R I P T I O N --------   DATE    BY    SUBMIT


EXAMPLE GB/GM TRAINING







F1-HELP     F2-SELECT    F3-NEW RIM CDF4-PRIOR     F5-NEXT
F7-PRIOR PG  F8-NEXT PG   F9-LINK
G007 - RECORD DOES NOT EXIST, PLEASE SELECT A FUNCTION
```

Slide notes

Once the grant and index code are available in FAMIS, the grant budget entry can be processed. In this video, we will only use a GM document as our example. The only difference between a GB and a GM document type is that GB is not for recurring use and the user will have to fill in all the data each time.

Slide 4 - Slide 4

```
FAML4015 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
LINK TO:                  RIMS DOCUMENT HEADER                       11:16 AM
                                                    NOTEPAD : Y
DOCUMENT TYPE         : GM GRANT BUDGET TRANSACTION-RIMS
RIMS CODE            : EXAMPLE  GB/GM TRAINING
DOCUMENT PREFIX      : GMCO   APPR TYPE : 01 CONTROLLERS
ENTERED BY          :
INPUT PERIOD (MM YYYY)  : 10 2008 OCTOBER        RESPONSIBLE UNIT :
VENDOR NUMBER / SUFFIX  :              START/END DATE: 01/01/2008 12/31/2010
VENDOR NAME         :
VENDOR ADDRESS      :


STREET             :
CITY / STATE / ZIP  :                                      COUNTRY:
BANK NUMBER        :                      TREAS NO     :
DUE DATE           :                      SINGLE CHECK   :
DOCUMENT AMOUNT    :          100,000.00 RELEASE BY    :
NUMBER OF LINES    : 03                   CURRENCY CODE  :
TRANS CODE HASH    : 00205               TERMS        :
POSTING/EDIT ERRORS  :
F1-HELP     F2-SELECT    F3-DELETE    F4-PRIOR    F5-NEXT    F6-DTL ENTRY
F7-VIEW DOC  F8-SUBMIT    F9-LINK    F10-SAVE                F12-ADL FCTNS
G014 - RECORD FOUND
```

Slide notes

On the GM document header, press F6 to go to the first line of the document.

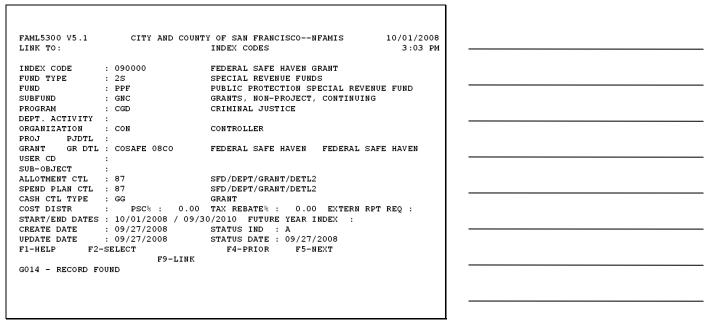**Slide 5 - Slide 5**

```
FAML4255 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                     RIMS DETAIL DOCUMENT                      11:16 AM

RIMS CODE     : EXAMPLE   GB/GM TRAINING
RIMS SUFFIX   : 01        POST PERIOD :         AMOUNT         100,000.00
------------------------------------------------------------------------------
TRANS CODE       : 061  OTHER INCREASE TO ESTIMATED REVENUE
DOCUMENT REF     : RES 580-07
TRANS DESC.      : TO SET UP REVENUE BUDGET
TRANS AMOUNT     :           50,000.00  TRANS NET AMT :
INDEX CODE       : 090000        FEDERAL SAFE HAVEN GRANT
SUB-OBJECT       : 44931         FEDERAL GRANTS PASSED THRU STATE/OTHER
USER CD          :
GRANT            : COSAFE        FEDERAL SAFE HAVEN
GRANT DETAIL     : 08CO          FEDERAL SAFE HAVEN
PROJECT          :
PROJECT DETAIL   :
VENDOR NO/NAME   :
GL ACCOUNT       :               SUBSIDIARY :
BANK NUMBER      :               TREAS NO   :
FINANCIAL ERRORS :
F1-HELP     F2-SELECT     F3-DELETE    F4-PRIOR     F5-NEXT      F6-BASIC
F7-VIEW DOC               F9-LINK    F10-SAVE                   F12-PARTIAL
G014 - RECORD FOUND
```

Slide notes

The transaction code used to increase the revenue budget is "061": Other Increase to Estimated Revenue. The document reference field should indicate the Board of Supervisors resolution or ordinance number. If your department use this field for another purpose, make sure that the resolution or ordinance number is referenced in the notepad of the document. An index code is required for the transaction to be posted to a fund type, fund, and sub-fund.

Slide 6 - Slide 6

```
FAML5300 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                     INDEX CODES                             3:03 PM

INDEX CODE       : 090000         FEDERAL SAFE HAVEN GRANT
FUND TYPE        : 2S             SPECIAL REVENUE FUNDS
FUND             : PPF            PUBLIC PROTECTION SPECIAL REVENUE FUND
SUBFUND          : GNC            GRANTS, NON-PROJECT, CONTINUING
PROGRAM          : CGD            CRIMINAL JUSTICE
DEPT. ACTIVITY   :
ORGANIZATION     : CON            CONTROLLER
PROJ     PJDTL   :
GRANT    GR DTL  : COSAFE 08CO    FEDERAL SAFE HAVEN   FEDERAL SAFE HAVEN
USER CD          :
SUB-OBJECT       :
ALLOTMENT CTL    : 87             SFD/DEPT/GRANT/DETL2
SPEND PLAN CTL   : 87             SFD/DEPT/GRANT/DETL2
CASH CTL TYPE    : GG             GRANT
COST DISTR       :    PSC% :   0.00  TAX REBATE% :    0.00  EXTERN RPT REQ :
START/END DATES  : 10/01/2008 / 09/30/2010  FUTURE YEAR INDEX  :
CREATE DATE      : 09/27/2008     STATUS IND  : A
UPDATE DATE      : 09/27/2008     STATUS DATE : 09/27/2008
F1-HELP     F2-SELECT              F4-PRIOR     F5-NEXT
                  F9-LINK
G014 - RECORD FOUND
```

Slide notes

In this example, as shown in FAMIS screen 5300, transactions using this index code are posted to fund type 2S, Special Revenue; fund PPF, Public Protection Fund; and sub-fund GNC, Grants Non-Project Continuing. Please note that this index code also post transactions to the grant COSAFE-08CO, eliminating the need for the user to specify the grant.

Slide 7 - Slide 7

```
FAML4255 V5.1          CITY AND COUNTY OF SAN FRANCISCO--NFAMIS         10/01/2008
LINK TO:                        RIMS DETAIL DOCUMENT                       11:16 AM

RIMS CODE     : EXAMPLE   GB/GM TRAINING
RIMS SUFFIX   : 01        POST PERIOD :          AMOUNT           100,000.00
-----------------------------------------------------------------------------
TRANS CODE        : 061  OTHER INCREASE TO ESTIMATED REVENUE
DOCUMENT REF      : RES 580-07
TRANS DESC.       : TO SET UP REVENUE BUDGET
TRANS AMOUNT      :          50,000.00  TRANS NET AMT :
INDEX CODE        : 090000        FEDERAL SAFE HAVEN GRANT
SUB-OBJECT        : 44931         FEDERAL GRANTS PASSED THRU STATE/OTHER
USER CD           :
GRANT             : COSAFE        FEDERAL SAFE HAVEN
GRANT DETAIL      : 08CO          FEDERAL SAFE HAVEN
PROJECT           :
PROJECT DETAIL    :
VENDOR NO/NAME    :
GL ACCOUNT        :               SUBSIDIARY :
BANK NUMBER       :               TREAS NO   :
FINANCIAL ERRORS :
F1-HELP      F2-SELECT    F3-DELETE    F4-PRIOR    F5-NEXT    F6-BASIC
F7-VIEW DOC               F9-LINK    F10-SAVE                 F12-PARTIAL
G014 - RECORD FOUND
```

Slide notes

If the grant code and detail are not embedded in the structure of the index code, then the grant code and grant detail must be specified in the transaction by the user.

The revenue sub-object must accurately reflect the funding source.

Slide 8 - Slide 8

General Federal Grant Sub-objects

- **44939** "Federal Direct Grants" - used for Federal grants received directly from Federal agencies and those without a unique sub-object.
- **44931** "Federal Grants Pass Thru State/Other" - used for grant revenues involving Federal funds administered and provided by the State or other non-Federal agency.

State Grants

- **48999** "Other State Grants and Subventions" - used for State grants that involve State money (not Federal pass-through) without a unique sub-object.

Local Grants

- **49102** "SF Transportation Authority" - used for grants from the San Francisco Transportation Authority.
- **49999** "Other Local/Regional Grants" -used for miscellaneous grants from local or regional public agencies.

Gifts & Bequests and Private Grants

- **78101** "Gifts and Bequests"
- **78201** "Private Grants"

Slide notes

Here is a list of the most commonly used revenue sub-objects.

Slide 9 - Slide 9

```
FAML4255 V5.1         CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                       RIMS DETAIL DOCUMENT                      11:16 AM

RIMS CODE     : EXAMPLE   GB/GM TRAINING
RIMS SUFFIX   : 01        POST PERIOD :          AMOUNT         100,000.00
------------------------------------------------------------------------------
TRANS CODE        : 061  OTHER INCREASE TO ESTIMATED REVENUE
DOCUMENT REF      : RES 580-07
TRANS DESC.       : TO SET UP REVENUE BUDGET
TRANS AMOUNT      :          50,000.00  TRANS NET AMT :
INDEX CODE        : 090000        FEDERAL SAFE HAVEN GRANT
SUB-OBJECT        : 44931         FEDERAL GRANTS PASSED THRU STATE/OTHER
USER CD           :
GRANT             : COSAFE        FEDERAL SAFE HAVEN
GRANT DETAIL      : 08CO          FEDERAL SAFE HAVEN
PROJECT           :
PROJECT DETAIL    :
VENDOR NO/NAME    :
GL ACCOUNT        :                SUBSIDIARY :
BANK NUMBER       :                TREAS NO   :
FINANCIAL ERRORS  :
F1-HELP     F2-SELECT    F3-DELETE    F4-PRIOR     F5-NEXT      F6-BASIC
F7-VIEW DOC              F9-LINK     F10-SAVE                   F12-PARTIAL
G014 - RECORD FOUND
```

Slide notes

To view a complete list of sub-objects in FAMIS, you can drill down on this field by pressing F2 or use screen 5200. After filling out all the required fields, press F10 to save the changes. If there are no financial errors, you will be taken to the next line of the transaction.

Slide 10 - Slide 10

```
FAML4255 V5.1         CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                       RIMS DETAIL DOCUMENT                      11:16 AM

RIMS CODE     : EXAMPLE   GB/GM TRAINING
RIMS SUFFIX   : 02        POST PERIOD :          AMOUNT         100,000.00
------------------------------------------------------------------------------
TRANS CODE        : 072   OTHER INCREASE TO ALLOTTED EXPENDITURE APPN.
DOCUMENT REF      : RES 580-07
TRANS DESC.       : TO SET UP EXPENDITURE APPROPRIATION
TRANS AMOUNT      :          40,000.00  TRANS NET AMT :
INDEX CODE        : 090000        FEDERAL SAFE HAVEN GRANT
SUB-OBJECT        : 00101         MISC-REGULAR
USER CD           :
GRANT             : COSAFE        FEDERAL SAFE HAVEN
GRANT DETAIL      : 08CO          FEDERAL SAFE HAVEN
PROJECT           :
PROJECT DETAIL    :
VENDOR NO/NAME    :
GL ACCOUNT        :                SUBSIDIARY :
BANK NUMBER       :                TREAS NO   :
FINANCIAL ERRORS  :
F1-HELP     F2-SELECT    F3-DELETE    F4-PRIOR     F5-NEXT      F6-BASIC
F7-VIEW DOC              F9-LINK     F10-SAVE                   F12-PARTIAL
G014 - RECORD FOUND
```

Slide notes

We are now on Line 2. Required fields for all lines of the document are the same. Note that the transaction code used to increase appropriation, or the grant expenditure budget is "072": Other Increase to Allotted Expenditure Appropriation. The expenditure sub-object must accurately reflect the approved budget. You can drill down on this field to find the right sub-object for each type of budgeted expenditure. Be very careful in characterizing the expenditure type. When finished with all the required fields, press F7 to go to the document summary.

Slide 11 - Slide 11

```
FAML4765 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                      RIMS DOCUMENT DISPLAY                     3:56 PM

RIMS CODE : EXAMPLE        INPUT PERIOD : 10 2008    AMT :          100,000.00
------------------------------------------------------------------------------
S SFX T/C   DOCUMENT REF     INDEX CODE    SUBOBJ  VENDOR     G/L     SUBSID ERR
      DESCRIPTION                                          TRANS AMOUNT
 01 061     RES 580-07       090000        44931                            N
     TO SET UP REVENUE BUDGET                              50,000.00
 02 072     RES 580-07       090000        00101                            N
     TO SET UP EXPENDITURE APPROPRIATION                   40,000.00
 03 072     RES 580-07       090000        01301                            N
     TO SET UP EXPENDITURE APPROPRIATION                   10,000.00




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

Slide notes

The lines with transaction codes "061" are revenue budget increases and the lines with "072" are appropriation or expenditure budget increases.

Make sure the total revenue budget increase is equal to the total expenditure budget increase. In this example, line 1 has a $50,000 increase, and line 2 and 3 have a total increase of $50,000 as well.

Since the revenue budget increase equals the expenditure budget increase, we can proceed to completing the document notepad.

Slide 12 - Slide 12

```
FAML4015 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      10/01/2008
LINK TO:                     RIMS DOCUMENT HEADER                   11:16 AM
                                                      NOTEPAD : Y
DOCUMENT TYPE          : GM GRANT BUDGET TRANSACTION-RIMS
RIMS CODE              : EXAMPLE  GB/GM TRAINING
DOCUMENT PREFIX        : GMCO   APPR TYPE : 01 CONTROLLERS
ENTERED BY             :
INPUT PERIOD (MM YYYY) : 10 2008 OCTOBER        RESPONSIBLE UNIT :
VENDOR NUMBER / SUFFIX :               START/END DATE: 01/01/2008 12/31/2010
VENDOR NAME            :
VENDOR ADDRESS         :


STREET                 :
CITY / STATE / ZIP     :                                    COUNTRY:
BANK NUMBER            :                       TREAS NO       :
DUE DATE               :                       SINGLE CHECK   :
DOCUMENT AMOUNT        :           100,000.00 RELEASE BY      :
NUMBER OF LINES        : 03                    CURRENCY CODE   :
TRANS CODE HASH        : 00205                 TERMS          :
POSTING/EDIT ERRORS    :
F1-HELP      F2-SELECT    F3-DELETE    F4-PRIOR     F5-NEXT    F6-DTL ENTRY
F7-VIEW DOC  F8-SUBMIT    F9-LINK      F10-SAVE                F12-ADL FCTNS
G014 - RECORD FOUND
```

Slide notes

Go back to the document header. Press F12 for additional functions.

Slide 13 - Slide 13

```
FAML4015 V5.1       CITY AND COUNTY OF SAN FRANCISCO--NFAMIS      10/01/2008
LINK TO:                     RIMS DOCUMENT HEADER                   11:16 AM
                                                      NOTEPAD : Y
DOCUMENT TYPE          : GM GRANT BUDGET TRANSACTION-RIMS
RIMS CODE              : EXAMPLE  GB/GM TRAINING
DOCUMENT PREFIX        : GMCO   APPR TYPE : 01 CONTROLLERS
ENTERED BY             :
INPUT PERIOD (MM YYYY) : 10 2008 OCTOBER        RESPONSIBLE UNIT :
VENDOR NUMBER / SUFFIX :               START/END DATE: 01/01/2008 12/31/2010
VENDOR NAME            :
VENDOR ADDRESS         :


STREET                 :
CITY / STATE / ZIP     :                                    COUNTRY:
BANK NUMBER            :                       TREAS NO       :
DUE DATE               :                       SINGLE CHECK   :
DOCUMENT AMOUNT        :           100,000.00 RELEASE BY      :
NUMBER OF LINES        : 03                    CURRENCY CODE   :
TRANS CODE HASH        : 00205                 TERMS          :
POSTING/EDIT ERRORS    :
F1-NOTEPAD   F2-SCHEDULE F3-COPY      F4-PRIOR     F5-NEXT
                                                          F12-ADL FCTNS
```

Slide notes

Then press F1 to enter the notepad.

Slide 14 - Slide 14

```
FAML1010 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
                                  NOTEPAD                            3:30 PM

ATTACHED TO : DOC TYPE - GM   INITIATING DEPT - CON       RIMS CODE - EXAMPLE
PAGE        : 01 OF 02
-----------------------------------------------------------------------------
JE TO SET UP REVENE AND EXPENDITURE APPROPRIATION BUDGET FOR NEW GRANT, SAFE
HAVENS: SUPERVISED VISITATION AND SAFETY EXCHANGE PROGRAM, FUNDED BY
DEPARTMENT OF JUSTICE AND PASSED THROUGH GOVERNOR'S OFFICE OF EMERGENCY SERVICES

FUNDING AGENCY:     DEPARTMENT OF JUSTICE
FEDERAL PASS-THROUGH AGENCY: GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT TYPE:         T
CFDA#:              16.527
GRANT AWARD AMOUNT: 50,000.00
BOARD RESOLUTION#:  580-07
REQUIRED MATCHING/IN-KIND AMOUNT: 25% OF TOTAL PROJECT COST
GRANT PERIOD:       10/01/08 TO 9/30/2010



F1-HELP      F2-TOP       F3-COPY LINE F4-AUDIT     F5-INS LINE  F6-INS PAGE
F7-PRIOR PG  F8-NEXT PG                F10-SAVE     F11-DEL LINE F12-DEL PAGE
G014 - RECORD FOUND
```

Slide notes

Grant budget entry notepad must include the following information: funding agency, Federal Pass-Thru agency if applicable, grant type, CFDA number, grant amount, resolution or ordinance number, matching requirement, grant period, and reporting & audit requirements.

In addition, your department's fund accountant will need supporting documents for each of the above items before they can post the transaction. The granting agency usually provides documents with the information during the award process in a financial administration handbook or grant agreement. If such documentation was not provided, your department will need to obtain written clarification from the granting agency.

When updating the notepad, first list the funding agency and the pass-through agency, if applicable. The funding agency is the agency providing the fund, which may not always be the agency that the City has a direct agreement with. For Federal State Pass Thru grants, the Federal agency is the "funding agency" and the State agency is the "Pass-Thru agency". In this example, Governor's Office of Emergency Services is the Pass-Thru agency.

Slide 15 - Slide 15

```
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
TITLE              : FEDERAL SAFE HAVEN
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
G014 - RECORD FOUND
```

Slide notes

Governor's Office of Emergency Services should also be indicated in the grant setup screen 5070 as the "Donor Agency" in this case, because it is the agency that has a direct grant contract with the City. If the donor agency is not yet listed in FAMIS, make a request to your grant accountant to add the donor.

Slide 16 - Slide 16

```
FAML1010 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
                                 NOTEPAD                              3:30 PM

ATTACHED TO : DOC TYPE - GM   INITIATING DEPT - CON       RIMS CODE - EXAMPLE
PAGE       : 01 OF 02
--------------------------------------------------------------------------
JE TO SET UP REVENE AND EXPENDITURE APPROPRIATION BUDGET FOR NEW GRANT, SAFE
HAVENS: SUPERVISED VISITATION AND SAFETY EXCHANGE PROGRAM, FUNDED BY
DEPARTMENT OF JUSTICE AND PASSED THROUGH GOVERNOR'S OFFICE OF EMERGENCY SERVICES

FUNDING AGENCY:     DEPARTMENT OF JUSTICE
FEDERAL PASS-THROUGH AGENCY: GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT TYPE:         T
CFDA#:          16.527
GRANT AWARD AMOUNT: 50,000.00
BOARD RESOLUTION#:  580-07
REQUIRED MATCHING/IN-KIND AMOUNT: 25% OF TOTAL PROJECT COST
GRANT PERIOD:       10/01/08 TO 9/30/2010



F1-HELP     F2-TOP      F3-COPY LINE F4-AUDIT     F5-INS LINE  F6-INS PAGE
F7-PRIOR PG  F8-NEXT PG                 F10-SAVE     F11-DEL LINE F12-DEL PAGE
G014 - RECORD FOUND
```

Slide notes

On the notepad, also identify the grant type. F stands for Federal, T for Federal-State Pass-Thru/Other, S for State, P for Private, L for Local, G for gift and M for mixed.

Also specify the CFDA number if the grant is Federal or Federal Pass-Thru.

Slide 17 - Slide 17

```
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
TITLE             : FEDERAL SAFE HAVEN
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
G014 - RECORD FOUND
```

Slide notes

Note that the CFDA number inputted in the grant budget setup screen 5070 must reflect the correct CFDA number of the grant. However, the dot between the first 2 characters and the last 3 characters is omitted here. This field is used to extract Federal expenditure for the annual single audit of the Federal expenditure report.

Slide 18 - Slide 18

```
FAML1010 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
                                NOTEPAD                             3:30 PM

ATTACHED TO : DOC TYPE - GM   INITIATING DEPT - CON       RIMS CODE - EXAMPLE
PAGE       : 01 OF 02
-----------------------------------------------------------------------------
JE TO SET UP REVENE AND EXPENDITURE APPROPRIATION BUDGET FOR NEW GRANT, SAFE
HAVENS: SUPERVISED VISITATION AND SAFETY EXCHANGE PROGRAM, FUNDED BY
DEPARTMENT OF JUSTICE AND PASSED THROUGH GOVERNOR'S OFFICE OF EMERGENCY SERVICES

FUNDING AGENCY:     DEPARTMENT OF JUSTICE
FEDERAL PASS-THROUGH AGENCY: GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT TYPE:         T
CFDA#:              16.527
GRANT AWARD AMOUNT: 50,000.00
BOARD RESOLUTION#:  580-07
REQUIRED MATCHING/IN-KIND AMOUNT: 25% OF TOTAL PROJECT COST
GRANT PERIOD:       10/01/08 TO 9/30/2010



F1-HELP      F2-TOP       F3-COPY LINE F4-AUDIT     F5-INS LINE  F6-INS PAGE
F7-PRIOR PG  F8-NEXT PG                F10-SAVE     F11-DEL LINE F12-DEL PAGE
G014 - RECORD FOUND
```
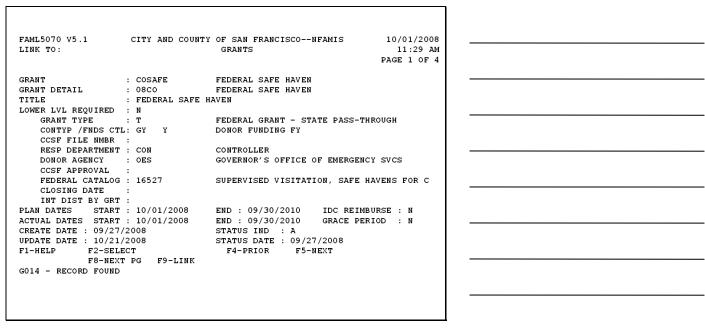
Slide notes

On the notepad, also indicate the grant amount and the matching requirements. Many grants require the City to pay for a certain percentage of expenditures related to a grant project. Specify grant period, as indicated by the grant agreement. Please note that grant funds are not allowed to be spent until authorized by a resolution or ordinance unless the approval of the fund appropriation is given "retroactively". The grant start date in FAMIS should indicate the first date that the grant funds are allowed to be expended. Identify Board of Supervisors resolution or ordinance number.

Slide 19 - Slide 19

```
FAML1010 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS       10/01/2008
                                NOTEPAD                             3:30 PM

ATTACHED TO : DOC TYPE - GM   INITIATING DEPT - CON       RIMS CODE - EXAMPLE
PAGE       : 02 OF 02
-----------------------------------------------------------------------------
REPORTING REQUIREMENTS AND DUE DATES:QUARTERLY PROGRAM PROGRESS REPORT (FORM
              301) AND FINANCIAL STATUS REPORT (FORM 201) DUE 30 DAYS
              AFTER EACH QUARTER; FINAL REPORT DUE 90 DAYS AFTER THE END
              OF THE AWARD.
AUDIT REQUIREMENTS AND DUE DATES: SINGLE AUDIT DUE NO LATER THAN 9 MONTHS
              AFTER THE CLOSE OF FISCAL YEAR DURING TERM OF THE AWARD.
OTHER REQUIREMENTS: THE GRANTEE MAY NOT DRAW DOWN FUNDS IN EXCESS OF $5,000
              UNTIL A GRANT ADJUSTMENT NOTICE (GAN) HAS BEEN ISSUED BY
              THE PROGRAM OFFICE.
FINANCIAL GUIDE WEBSITE: HTTP://WWW.OES.CA.GOV/WEBPAGE/OESWEBSITE.NSF/PDF/
              2008%20OES%20RECIPIENT%20HANDBOOK/$FILE/2008RECIPHNDBK.PDF



F1-HELP      F2-TOP       F3-COPY LINE F4-AUDIT     F5-INS LINE  F6-INS PAGE
F7-PRIOR PG  F8-NEXT PG                F10-SAVE     F11-DEL LINE F12-DEL PAGE
G014 - RECORD FOUND
```

Slide notes

Also indicate reporting and audit requirements. The grantor usually state these requirements in the grant agreement. The grant budget entry is now complete.

Slide 20 - Slide 20

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FAML4015 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/01/2008
LINK TO:                       RIMS DOCUMENT HEADER                    11:16 AM
                                                        NOTEPAD : Y
DOCUMENT TYPE             : GM GRANT BUDGET TRANSACTION-RIMS
RIMS CODE                 : EXAMPLE  GB/GM TRAINING
DOCUMENT PREFIX           : GMCO   APPR TYPE : 01 CONTROLLERS
ENTERED BY                :
INPUT PERIOD (MM YYYY)    : 10 2008 OCTOBER        RESPONSIBLE UNIT :
VENDOR NUMBER / SUFFIX    :              START/END DATE: 01/01/2008 12/31/2010
VENDOR NAME               :
VENDOR ADDRESS            :


STREET                    :
CITY / STATE / ZIP        :                              COUNTRY:
BANK NUMBER               :                    TREAS NO       :
DUE DATE                  :                    SINGLE CHECK   :
DOCUMENT AMOUNT           :        100,000.00 RELEASE BY      :
NUMBER OF LINES           : 03                CURRENCY CODE   :
TRANS CODE HASH           : 00205             TERMS          :
POSTING/EDIT ERRORS       :
F1-HELP      F2-SELECT    F3-DELETE    F4-PRIOR    F5-NEXT      F6-DTL ENTRY
F7-VIEW DOC  F8-SUBMIT    F9-LINK      F10-SAVE                 F12-ADL FCTNS
G014 - RECORD FOUND
```
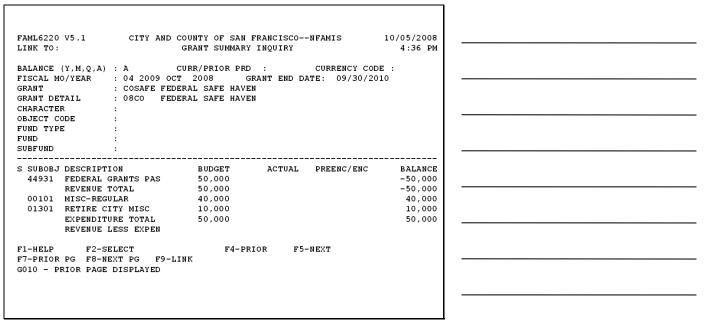
Slide notes

Go back to the document header and press F8 to submit the transaction. Make sure to send supporting documents to your department's fund accountant as soon as you process the grant budget entry to expedite the document approval. Supporting documents include a copy of the grant contract, Board of Supervisors resolution or ordinance, and any other documentation that supports the required information not listed in the contract.

Slide 21 - Slide 21

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FAML6220 V5.1        CITY AND COUNTY OF SAN FRANCISCO--NFAMIS        10/05/2008
LINK TO:                       GRANT SUMMARY INQUIRY                   4:36 PM

BALANCE (Y,M,Q,A) : A        CURR/PRIOR PRD  :        CURRENCY CODE :
FISCAL MO/YEAR    : 04 2009 OCT  2008      GRANT END DATE:  09/30/2010
GRANT             : COSAFE FEDERAL SAFE HAVEN
GRANT DETAIL      : 08CO   FEDERAL SAFE HAVEN
CHARACTER         :
OBJECT CODE       :
FUND TYPE         :
FUND              :
SUBFUND           :
-------------------------------------------------------------------------------
S SUBOBJ DESCRIPTION            BUDGET      ACTUAL    PREENC/ENC      BALANCE
  44931  FEDERAL GRANTS PAS     50,000                              -50,000
         REVENUE TOTAL          50,000                              -50,000
  00101  MISC-REGULAR           40,000                               40,000
  01301  RETIRE CITY MISC       10,000                               10,000
         EXPENDITURE TOTAL      50,000                               50,000
         REVENUE LESS EXPEN

F1-HELP    F2-SELECT              F4-PRIOR    F5-NEXT
F7-PRIOR PG F8-NEXT PG  F9-LINK
G010 - PRIOR PAGE DISPLAYED
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Slide notes

Once the fund accountant approves the grant budget entry, the budget will be posted to FAMIS and be available for appropriation, as shown here on the Grant Summary screen 6220. In this video, we reviewed the journal entry to add grand budget into FAMIS and the required information in the notepad of the entry. This concludes the grant budget entry training.