Florida Grants System (FLAGS)

AGENCY USER GUIDE

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org
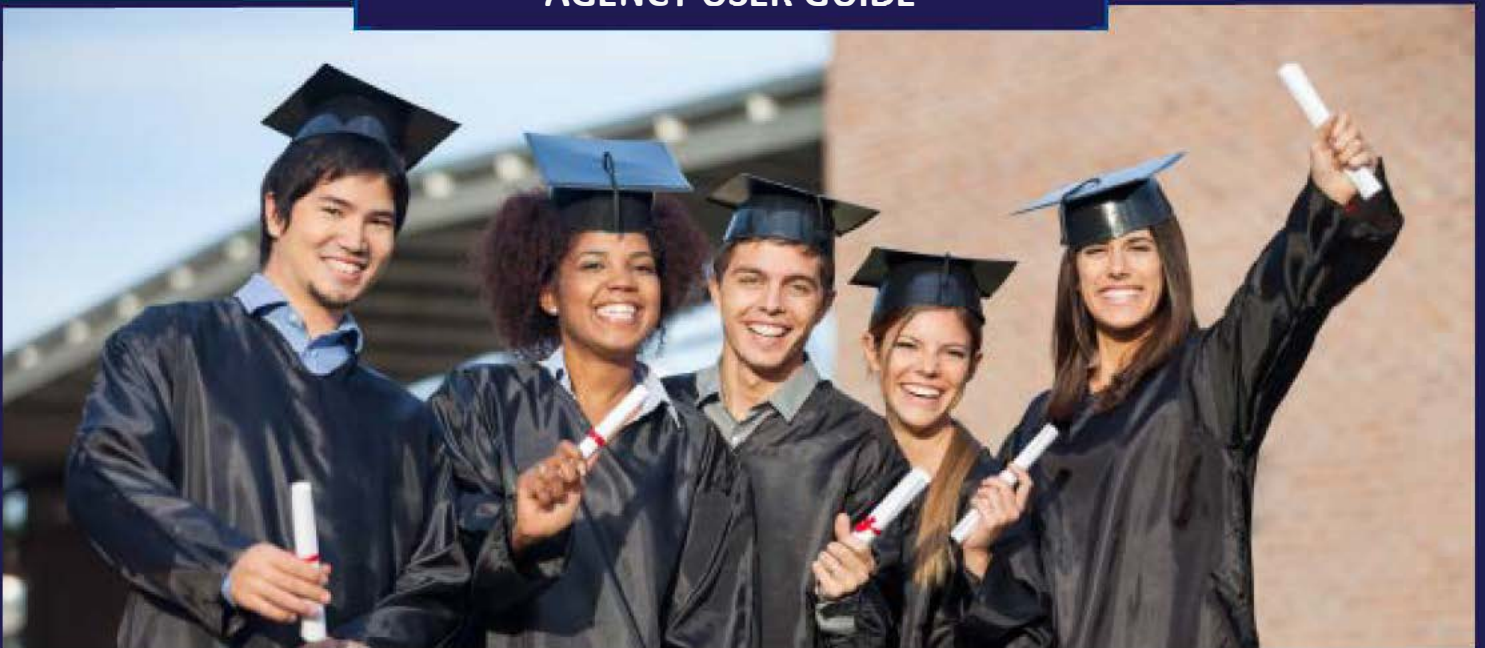
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FLORIDA GRANTS SYSTEM (FLAGS)

ABOUT THE FLORIDA GRANT SYSTEM (FLAGS)

The Florida Grants System (FLAGS) provides a single access location for the management of grants and the distribution of funds. The functionality of the Cash Advance and Reporting of Disbursements System (CARDS) and the Grants Management System have been combined to facilitate communication between the Comptroller's Office, the Grants Management Office and the recipient agencies.

ABOUT THIS GUIDE

This document contains systematic instructions for *agency users* to register for an account, navigate the FLAGS interface, and view a brief overview of many of the features of FLAGS.

CONTACT

If you need assistance or have questions about the tool, you may contact the Florida Department of Education at (850)245-0401.

FLAGS USER REGISTRATION PROCESS

To request FLAGS access navigate to (URL to be announced) and click **Sign Up** at the bottom of the **FLAGS User**

Login screen.

Registration Instructions

The online registration form must be completed in its entirety. All items with an asterisk (*) are required fields and must be completed or the application cannot be submitted. If you require assistance, please contact the D.O.E. at (850) 245-0401, or e-mail ProjectAccountant@fldoe.org.

After this application form has been submitted, an electronic copy will be e-mailed to the applicant's work e-mail address provided below. Please print the electronic copy for your own records, and follow the instructions contained therein. Your registration request will be reviewed and, upon approval, your User ID will be sent to your work e-mail address.

Provide User Information

Complete all required **User Information** fields, as indicated by the red asterisk (*)

User Information

First Name: *	
Middle Initial:	
Last Name: *	

Agency Name Instructions: If the Agency to be selected is not on the list below, call the Department of Education at (850) 245-0401 before proceeding further.

Agency Name: * — A.A.A Scholarship Foundation - FL, LLC-92V

Department/Division/Section: *

Title:

Work Phone: *   Ext:

Work Fax:

Work E-mail: *

Work Address 1: *

Work Address 2:

City: *

State: * FL

Zip Code: *

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Complete ALL required fields, as indicated by *

Agency Contact

Select your Fiscal Officer or Supervisor from the **Agency Contacts** section. If your supervisor does NOT appear in this list, the contact person must contact (850)245-0401.

Agency Contacts

	Full Name	Personnel Type	Phone Number	Is Active
○	District Employee	Contact	904-284-6500	True
○	District Employee	Fiscal Officer	904-284-6571	True

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Select your agency's fiscal officer or the person responsible for verifying your request.

Selecting Role(s)

Department

Select **Comptroller Roles** to see the agency roles available.

Comptroller Roles Available for Agency Users

Role	Can	Cannot
Cash Advance Agency User	Report , adjust cash advance request, view pending and previously reported cash advance requests	
Cash Advance Agency Reviewer	See details pending and previously reported cash advance requests	edit
Expenditure Reporting Agency User	Report expenditures, adjust expenditures and view pending and previously reported expenditures for cash advance projects	
Expenditure Reporting Agency Reviewer	View details for pending or previously reported expenditures for cash advance projects	edit
Agency Access Control	Manage Agency user accounts	

Application Security

Click to select the roles(s) for which you are applying.

User Security

Password Question

If you request to have your Password reassigned, the information you supply below is used by the Department of Education Office to verify your identity. *Be sure to remember your secret question and answer.*

Click **Submit Registration to** complete the request. You will receive confirmation advising you that a copy of your registration will be emailed to you, as well as your agency's Fiscal Officer.

You will receive a copy of the information submitted via the email address you provided. Review the information and affirm it is correct.

Once you click to confirm the information and your email address, you will be directed to an Authorization Form that *must be printed and signed by your Financial Officer.* Mail the signed form to FDOE at the address provided in the form or email it to projectaccountant@fldoe.org.

You will receive a second email notification that your request is pending review as well as identifying the person you identified as your Financial Officer.

After your registration request has been reviewed and approved by the Department of Education Office, your account will be enabled and you will receive a **Registration Acceptance** email. This will contain your User Name and temporary password. Upon your first login, you will be required to change your Password.

User Name: :

Temporary password: dcb8{f5a15

Password security question: What was your first pet's name?

You will use the temporary password to initially sign in into FLAGS. The first time you log in, you will be prompted to change your password. For security purposes, the following rules apply when creating and changing your password.

Your password:

- Must be at least 8 characters long.
- Contain at least one number, (i.e. 0 -> 9).
- Must contain at least one character that is not alphanumeric (i.e. - Not a Letter or a Number) Examples include ".", "_", "~","$", etc.
- Cannot contain a blank spaces.
- Cannot contain three or more repeating characters in a row.
- Cannot contain three or more sequential characters in a row. Examples include "123", "abc", etc.
- Are case-sensitive.

Here are some examples of valid and invalid passwords. *(Please do not use any of these for your own password.)*

Invalid Password	Valid Password	Reason
Fido	Fido#79	Too short. Did not include non-alphanumeric values.
Fido123	Fido!23	Contained sequential values. Did not include non-alphanumeric values.
Fido is my dog1	Fido-is-my-dog1	Contained blank spaces. Did not include non-alphanumeric values.
Fido$$$	$Fido$d0g$	Contained repeating values. *(Note that the "0" in "d0g" is a numeric zero, not a capital "o". Numeric substitution for similar-looking letters is an easy way to create a strong password using an easy-to-remember word or phrase.)*

You will be required to change your password every three (3) months.

If you feel there is a mistake in your account information, please contact us at (850) 245-0401.

Thank you,

The Florida Department of Education

GENERAL

Log In to the FLAGS System

Navigate to (URL to be announced) Enter your user name and password. Then click Log In.

General Navigation

This is your personalized FLAGS home screen. Navigational Tabs across are present on each screen within FLAGS for your convenience.

HOME TAB

The default screen upon login is the **Home** tab, containing your **Summary Report**. You can manage your FLAGS account, manage agency users and refresh data pertaining to your agency from this screen. Click **Refresh Data** to view the latest updates.

PROJECT TAB

Project Application List

Click directly on the **Project** tab to see a link to the **Project Application List**.
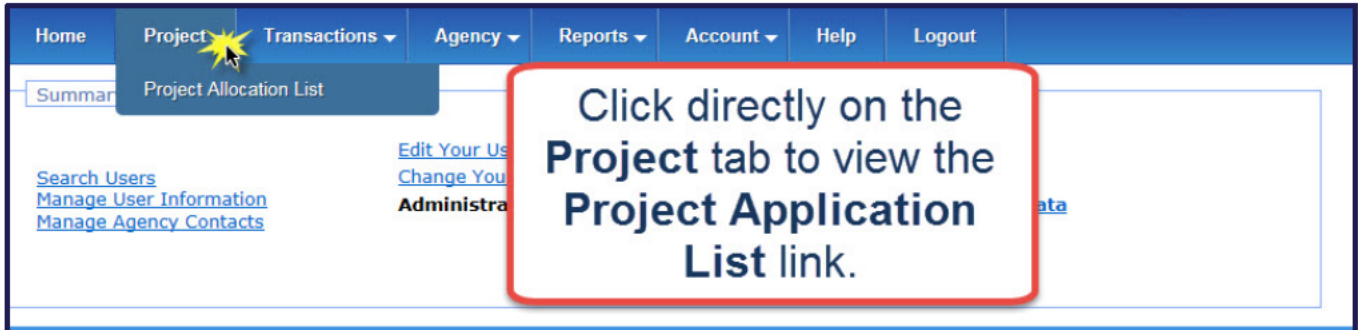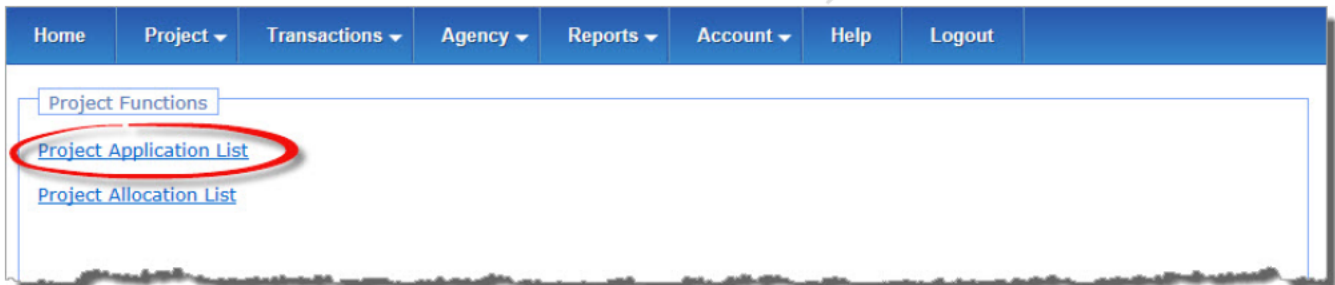

Click directly on the **Project** tab to view the **Project Application List** link.

Click the **Project Application List** link.

Project Allocation List

Click **Project Allocation List**

under the **Project** tab to view details for a selected project.

Your agency will be prepopulated. Supply additional parameters to narrow your search and then click **Search Project**.

You can view details for the selected project(s) as follows.

Project Details

Clicking the project number will display the **Project Master** screen. The agency can edit three fields.

1. The Agency Tracking Number
2. Program Income
3. Obligation Amount

Click **Edit Project** to enable the edit function for the selected project.

Quick Search Criteria

Agency: Select an Agency   **Grant:** Select a Grant   **Project:** Select a Project   Clear Form   Edit Project

Project Master

Once you complete the necessary edits, click **Save Projects**.

Project Master

Agency Code: *	150	**Agency Name:**	Dixie County School District
Grant Number: *	1615A	**Grant Title:**	Carl D. Perkins CTE Secondary 131
Project Number: *	5CS01	**Grant Type:** *	Competitive Discretionary ▾
Agency Tracking Nbr:	95012 F2015 PERK SEC **(1)**		
Project Status: *	Active ▾		
Project Short Name:	Carl D. Perkins CTE Secondary	**Project Long Name:**	Carl D. Perkins CTE Secondary 131

Program Allocation:	**Expenditures:**	**Cash Advance:**	**Cash Advance Balance:**
29,293.00	18,248.36	18,248.36	11,044.64

Program Balance:	11,044.64	**Cert Roll Forward:**		**Cert Roll Fwd Adj:**	0.00
Alloc Adjustment Amount:	0.00	**Amendment Type:**	I-Increase ▾	**Description:**	Increase
Total Adjustments:	1,663.00	**Amendment Effective Date:**	4/17/2015	**Last Approved Amendment Nbr:**	1

OrgL2L5:	**EO:**	**Object:**	**CFDA:**	**TAPS:**
559000000	F5	780003	84.048A L.I. 124	15B004

Reimbursement Description: * C-Federal Cash Advance ▾

EForm Type: * E399 ▾

Prog Begin & End Dates:	**Liquidation Date:**	**Close Date:**	**Last Activity Date:**	**Program Report Date:**
7/1/2014 - 6/30/2015	8/20/2015		6/30/2015	5/31/2015

Budget Begin & End Dates:	**Refund Date:**	**Alt Report Date:**	**Last Proposed Amendment Date:**
7/1/2014 - 6/30/2015			5/31/2015

Obligations: * 0.00 **(2)**

Accountant:	Select an Accountant ▾	**Program Income:** *	0.00 **(3)**
Updated Date:	5/21/2015 12:46:42 PM	**New Comments:**	

Save Project **(4)**

TRANSACTIONS TAB

CASH Advance

Requesting Cash Advance (Add Transactions)

To add a **CASH Advance Transaction,** navigate to **Transactions >CASH Advance >Add Transactions.**

Your agency number will prepopulate the **Agency** field. Set the **Project Status** to **Active.** Click **Get Projects** to see a list of all active projects, or enter the specific **Grant** or **Project** number (usually provided by the Budget Office), and click **Get Projects.**

Place your request by the appropriate project(s) in the **Cash Advance Amount** column. Enter any comments

Get Projects

Project View
This view provides a listing of all active cash advance projects for the specifi
transactions, enter the appropriate amount(s) in the boxes below then press
associated with each existing transaction, please click the 'Transaction View'

Enter requested Cash Advance amount and click **Save Transaction.**

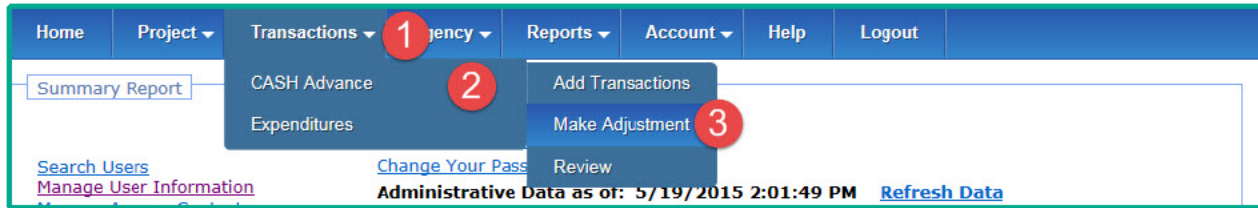| Agency	Grant	Project	Agency Tracking #	Project Status	Program Allocation	Previously Requested	Available Amount	Cash Advance Amount	Comment
100	1915A	5CG01	4385	Active	105,630.00	105,630.00	0.00		
100	RA111	5C001	4070	Active	75,000.00	5,053.13	69,946.87		
100	1275A	5CH01	4285	Active	70,000.00	44,815.02	25,184.98		
100	1615A	5CS01	4045	Active	253,248.00	137,336.86	115,911.14		
100	2265B	5CS01	4065	Active	68,996.00	68,932.63	63.37		
100	1935A	5CE01	4605	Active	17,842.00	17,842.00	0.00		
100	2982A	4C002	4255	Active	175,000.00	175,000.00	0.00		
					15,768,848.91	9,656,472.88	6,112,376.03	0.00	

Save Transaction

associated with the request in the **Comment** section. Select **Save Transaction.**

Note: *The system will not allow you to save transactions with a negative cash advance amount or an amount greater than the available balance.*
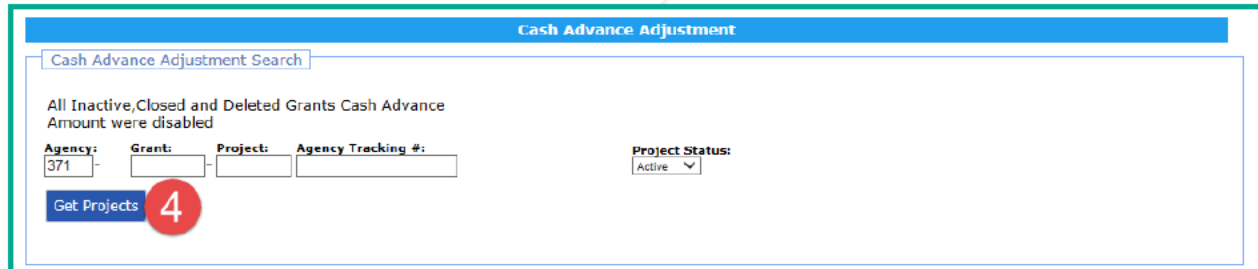
Making Cash Advance Adjustments

Under the Transactions tab, select Cash Advance > Make Adjustment.

Your **Agency** number is prepopulated. You can view a list of all active projects by clicking **Get Projects,** or narrow your view to a specific grant or project by entering the value in the appropriate field before clicking **Get Projects.**

Click **Select for Adjustment** next to the appropriate project.

The selected project displays at the top of the page with the Adjustable Amount. Enter the amount you want to adjust.

The **Total Adjustment Amount** can be distributed among several projects on the data grid. The amount entered in the grid must equal the **Total Adjustment Amount**.

Note: *Although this amount is entered as a positive number, the system will treat it as a negative.*

Click **Save Adjustments**.

TRANSACTIONS – Cash Advance

Note: *The System will not allow you to save a cash advance adjustment for more than the adjustable amount.*

Cash Advance Adjustment

Cash Advance Adjustment Search

All Inactive,Closed and Deleted Grants Cash Advance Amount were disabled

Agency: 371 - **Grant:** **Project:** **Agency Tracking #:** **Project Status:** Active

[Get Projects]

> Distribute the **Total Adjustment Amount** as necessary among the projects in the data grid. *The amounts must be equal.*

Selected Project Information

The information in this table pertains to the project/grant selected from which previously requested cash advance amounts should be adjusted. **Before moving cash advance amounts** into projects listed in the lower table, please **enter the total amount to be moved in the 'Total Adjustment Amount' box below.**

Project No.	Grant No.	Program Allocation	Adjustable Amount	Total Adjustment Amount
5C002	2355B	1,500,000.00	6,476.86	1000.00 **(1)**

Project Name

Title II Part B Mathematics &

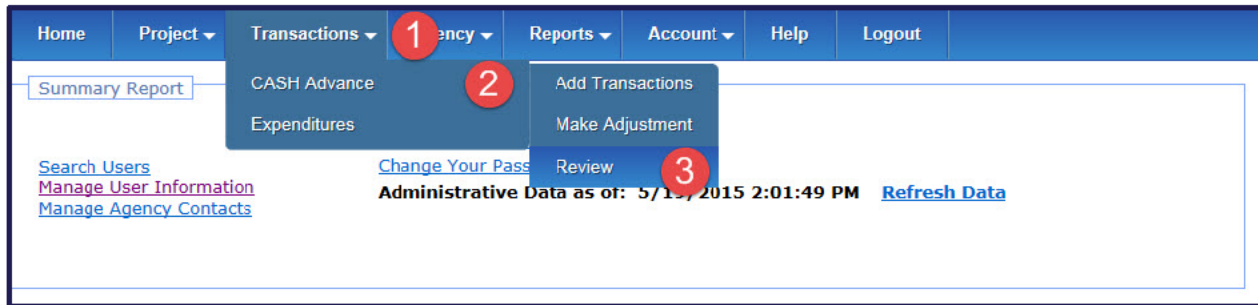| Agency	Grant	Project	Agency Tracking #	Project Status	Program Allocation	Previously Requested	Pending Transaction	Available Amount	Adjustment Amount
371	RA211	4C001	033469	Active	2,447,153.57	1,960,760.69	0.00	486,392.88	100.00
371	RA111	4C001	033494	Active	2,901,214.95	2,110,544.42	0.00	790,670.53	300.00 **(2)**
371	RA111	4C004	034851	Active	3,629,600.00	1,748,170.98	0.00	1,881,429.02	400.00
371	RA411	4C003	033501	Active	890,390.64	867,043.34	0.00	23,347.30	200.00 ×
371	RA111	4C003	033809	Active	190,305.51	161,104.58	0.00	29,200.93	
371	2t..4B	4C...	034030	Active	400,000.00	39...76.01	0.00	2..99	
371	1615A	5CDR1	035020	Active	23,000.00	2,690.56	0.00	20,309.44	
371	RA111	4C002	033496	Active	1,133,254.27	1,124,722.96	0.00	8,531.31	

[Save Adjustments] **(3)**

To review adjustments, navigate to **Transactions > CASH Advance > Review**. You may reject/cancel any transaction you do not want processed until 2:00 p.m on the day requested.

Cash Advance Review

There are two options for reviewing cash advance transactions and adjustments – the **Cash Advance Review** page and the **Pending Cash Advance Detail by Agency Report** query (instructions located in the Reports section of this guide.

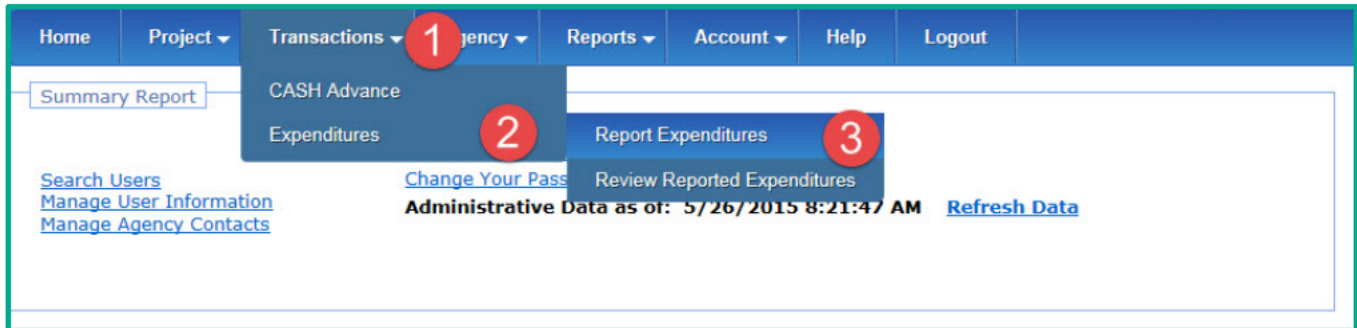## Cash Advance Review Page Option

Under the **Transactions** tab, select **Cash Advance > Review.**

The total amount your agency is requesting will display at the bottom of the page. You can reject/cancel* any transaction that you do not want processed. Check the appropriate box(es) in the **Select All** column and then click **Reject Selected Transactions.**

The reject/cancel option is only available until 2:00 p.m. on the day requested.
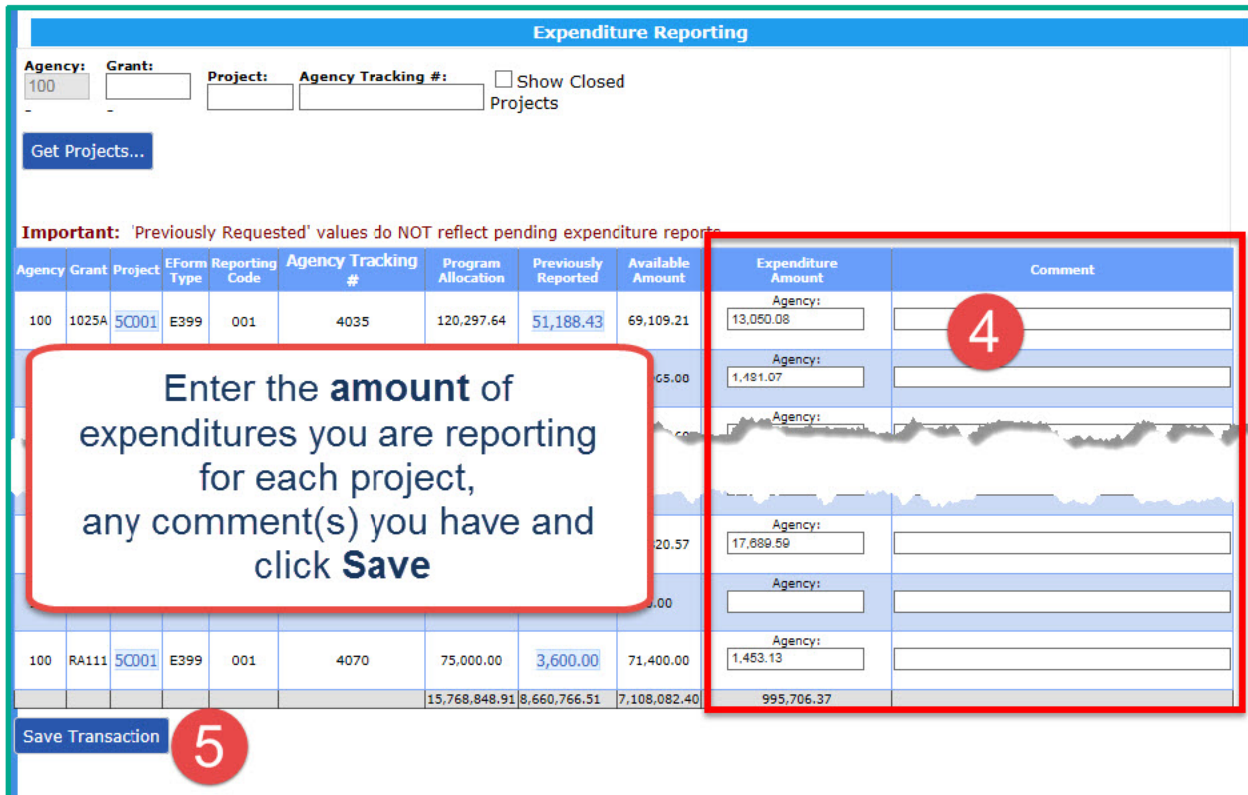
Expenditure Reporting

Under the **Transactions** tab, select **Expenditures > Report Expenditures**.

A list of projects from which to report expenditures displays. Enter the amount of disbursements your agency is reporting for each associated project in the **Expenditure Amount** column. Enter any **Comment**(s) and click **Save Transactions**.

Comments are limited to 100 characters and are optional.

TRANSACTIONS – Expenditures

Review Reported Expenditures

Navigate to Transactions > Expenditures > Review Reported Expenditures.

The report shows all **reported expenditures for your agency.**

Agency	Grant Number	Project Number	Reporting Code	TR Type	Agency Tracking Number	Program Allocation	Previously Reported	Program Balance	Pending Amount	Program Balance After Posting	Org L2L5	EO	Transaction Date
100	1025A	5C001	001	05	4035	120,297.64	51,188.43	69,109.21	13,050.08	56,059.13	409050000	25	5/5/2015 8:49:00 AM
100	1025A	5CI01	001	05	4055	46,374.45	5,409.37	40,965.08	1,481.97	39,483.11	409050000	25	5/5/2015 8:49:00 AM
100	1275A	5CH01	001	05	4285	70,000.00	39,018.40	30,981.60	5,796.62	25,184.98	409020000	77	5/5/2015 8:49:00 AM
100	1915A	5CG01	010	05	4385	105,630.00	98,684.47	6,945.53	6,945.53	0.00	559000000	X3	5/5/2015 8:49:00 AM
100	2125A	5CB01	001	05	4015	5,683,726.81	2,583,651.23	3,100,075.58	255,888.63	2,844,186.95	409020000	98	5/5/2015 8:49:00 AM
100	2245A	5CT01	001	05	4025	933,308.36	438,390.91	494,917.45	38,438.20	456,479.25	449040000	45	5/5/2015 8:49:00 AM
100	2625B	5CD01	001	05	4365	72,628.00	54,383.59	18,244.41	5,639.04	12,605.37	409040000	30	5/5/2015 8:49:00 AM
100	2625B	5CDT2	001	05	4355	41,052.00	36,541.65	4,510.35	1,255.58	3,254.77	409040000	A2	5/5/2015 8:49:00 AM
100	2635A	5CB01	001	05	4105	7,936,755.19	4,819,617.08	3,117,138.11	648,068.00	2,469,070.11	409040000	EG	5/5/2015 8:49:00 AM
100	2675A	5CP01	001	05	4125	168,990.46	131,169.89	37,820.57	17,689.59	20,130.98	409040000	75	5/5/2015 8:49:00 AM
100	RA111	5C001	001	05	4070	75,000.00	3,600.00	71,400.00	1,453.13	69,946.87	039010000	A1	5/5/2015 8:49:00 AM
										Total: 995,706.37			

Close

Expenditure Detail:

Important: Transaction summary amount does NOT include pending transactions (i.e. Transactions with a status of 'Saved').

ID	TR Type	Agency	Grant	Project	Reporting Code	Amount	Status	Transaction Date	Created By	Transaction Comment: Note comments are not part of the offical record
380041	05	100	1025A	5CI01	001	26.00	Worked	12/4/2014 9:21:00 AM	CARDS.CONV	
383439	05	100	1025A	5CI01	001	356.52	Worked	1/12/2015 8:59:00 AM	CARDS.CONV	
386218	05	100	1025A	5CI01	001	3,740.00	Worked	2/4/2015 10:30:00 AM	CARDS.CONV	
389503	05	100	1025A	5CI01	001	428.95	Worked	3/3/2015 1:40:00 PM	CARDS.CONV	
393247	05	100	1025A	5CI01	001	857.90	Worked	4/6/2015 1:06:00 PM	CARDS.CONV	
396535	05	100	1025A	5CI01	001	1,481.97	Saved	5/5/2015 8:49:00 AM	CARDS.CONV	
						Total Amount: 5,409.37				

To see the expenditure details, click on the amount in the Previously Reported column.

Report disbursement(s) by 11:59 p.m. the 20th of each month, regardless of whether it is a business day or not. The most recent amount that you report is processed by the Department on the 20th of the month, but will **appear as Pending** until this time.

The **Total** amount(s) for your agency is at the bottom of the report.

Florida Department of Education FLAGS
Pending Expenditures Reported

Project	Program Allocation	Reported Expenditures	Pending Allocation	Pending Expenditures	Pending Program Balance	Trans. Date	TR CD
Agency 371-FLORIDA STATE UNIVERSITY							
371-224!							
** Total				30.00	-60.00		
** Agenc				30.00			
371-532-							
				5.00		2/13/2015	06
				15.00		2/13/2015	06
** Total for 371-5324A-3r3101	115,324.00	20.00	0.00	20.00	115,284.00		
** Agency Grant Total for 371-5324A **	115,324.00	20.00	0.00	20.00			
+ Agency Total for 371 +	115,324.00	50.00	0.00	50.00			

Expenditures are processed by the 20th of each month.
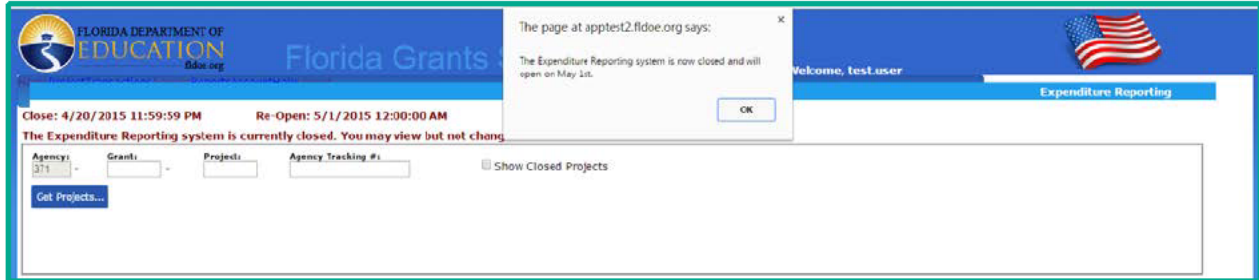They will appear as *pending* until processed.

Parameters:
Agencycode:371
Grant:
Project:
AgencyTrackingNumber:

2/17/2015   Report: PendingExpenditureReported   Page 1 of 1

TRANSACTIONS – Expenditures

If you access the screen after the 20th of any month, you will see the following message that the Expenditure Reporting system is currently closed and will reopen on the first of the month.

AGENCY TAB

Agency Tab

If you click directly on the agency tab, you can *view* detailed information about your agency.

Vendor

To see your agency's active Federal Employers Identification Number (FEIN) used to process payments, click on Vendors under the Agency tab. The number is assigned a preceding 'F' to indicate it is an FEIN and a 3 digit

sequence
indicate
location
mailing
address
the
payment.

to
the
and

for

Your   Agency
                                                                                                        Code is
pre-

populated, so click on **List Vendors**. Click Select to view the details for that vendor. You can view the name on file with the Department and the FEIN (Vendor number).

REPORTS

REPORTS TAB

Comptroller Reports

To view the **Report Queries Menu**, click **Comptroller** under the **Reports** tab.

Report Queries Menu

Report Queries Menu

Use the links below to access reports. You can open the report in a new window by holding the 'Shift' key when clicking on the link.

Agency List

Pending Cash Advance Detail By Agency

Cash Advance Payment Detail By Agency

Pending Expenditure Reported

FLAGSdetailsByGrant

Cash Advance Detail By Agency

Projects Near Liquidation Date

Common Report Features

Some of the common report menu feature are highlighted below:

Reports

Reports available to agency users are listed in the order in which they appear on the **Report Queries Menu**.

Pending Cash Advance Detail by Agency

Click **Pending Cash Advance Detail by Agency**. You can filter the results by **Grant Number**, **Project Number** or **Agency Tracking Number** by supplying a filter parameter in the corresponding field. Leave blank and click **View Report** to view all.

Cash Advance Payment Detail by Agency

Click **Cash Advance Payment Detail by Agency**. Supply optional filters to narrow your search results for your agency and then click **View Report**.

Pending Expenditure Reported

Click **Pending Expenditure Report**. Supply optional filters to narrow your search results and then click **View Report**.

FLAGS Details by Grant

Click **FLAGS Details by Grant**. . Supply optional filters to narrow your search results and then click **View Report**.

Details are subtotaled by project, and then by grant and then by entire selection.

Cash Advance Detail by Agency

Click **Cash Advance Details by Agency**. Supply optional filters to narrow your search results and then click **View**

Report.

Projects Near Liquidation Date

Click Projects Near Liquidation Date. Select a Days Before Liquidation value, set any other filters and click View

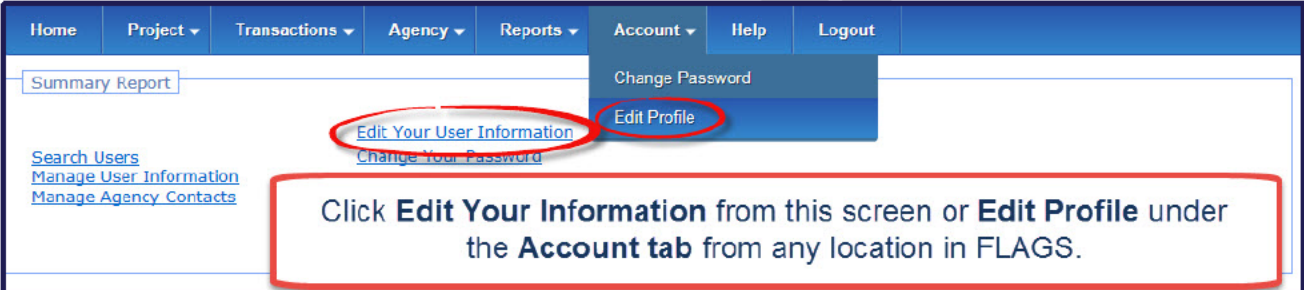**Report.**

Account Management

You can either manage your account from the **Account** tab or from links on your **Summary Report** on the **Home** screen. The available management features are **Edit Your User Information** and **Change Your Password**.

Some user roles have the ability to manage other agency user accounts, therefore the appearance of their **Edit Profile screen will differ.*

Edit Your User Information

From your **Home** screen, click the **Edit Your User Information** link.

From anywhere in the FLAGS system, select **Edit Profile** from the **Account** tab.

Edit your user information as needed, and then click **Update** to save the changes.

Make the necessary edits to your profile information and then click **Update** to save your changes.

Change Password

From your Home screen, click the **Change Your Password** link.

From anywhere in the FLAGS system, click **Change Password** under the **Account** tab.

You must correctly enter your current password before you will be permitted to change your password. Rules for creating a valid password, along with helpful suggestions are listed both on the screen and on the next page for your convenience.

Home	Project ▾	Transactions ▾	Agency ▾	Reports ▾	Account ▾	Help	Logout

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in l

Change Your Password

User Name:	Agency100
Old Password:	
New Password:	
Confirm New Password:	

[Change Password] [Cancel]

Edit Profile

> **You must supply your current password before entering the new password. Passwords must adhere to the stated rules, outlined below.**

Rules for Creating a Valid Password in FLAGS

The first time you log in, you will be prompted to change your password. To help to keep the FLAGS System as secure as possible, the following rules apply when creating and changing your password. Your password:

- Must be at least 8 characters long.
- contain at least one number. (i.e. 0 -> 9)

Password Rules

The first time you log in, you will be prompted to change your password. To help to keep the FLAGS System as secure as possible, the following rules apply when creating and changing your password. Your password IS case-sensitiveand must:

- Be at least eight (8) characters long.
- Contain at least one number, (i.e. 0 -> 9).
- Contain at least one non-alphanumeric character (.,%,&,$,#, etc.)
- NOT contain blank spaces.
- NOT contain three or more repeating characters in a row. ("111" or "GGG"
- NOT contain three or more consecutive sequential characters. ("123", "abc", etc.)

Examples of valid and invalid passwords		
(Please do not use any of these for your own password.)		
Invalid Password	**Valid Password**	**Reason**
Rover	**Roover#79**	Too short. Did not include non-alphanumeric values.

Roover123	**Roover!23**	Contained sequential values. Did not include non-alphanumeric values.
Roover is my dog	**Roover-is-my-dog1**	Contained blank spaces. Did not include non-alphanumeric values.
Roover$$$	**$Roover$d0g$**	Contained repeating values. *(Note that the "0" in "d0g" is a **numeric** zero, not a capital "o". Numeric substitution for similar-looking letters is an easy way to create a strong password using an easy-to-remember word or phrase.)* **No numeral present**

Change User Name

To request a change in your username, please contact the Department of Education Comptroller's Office at (850) 245-0401.