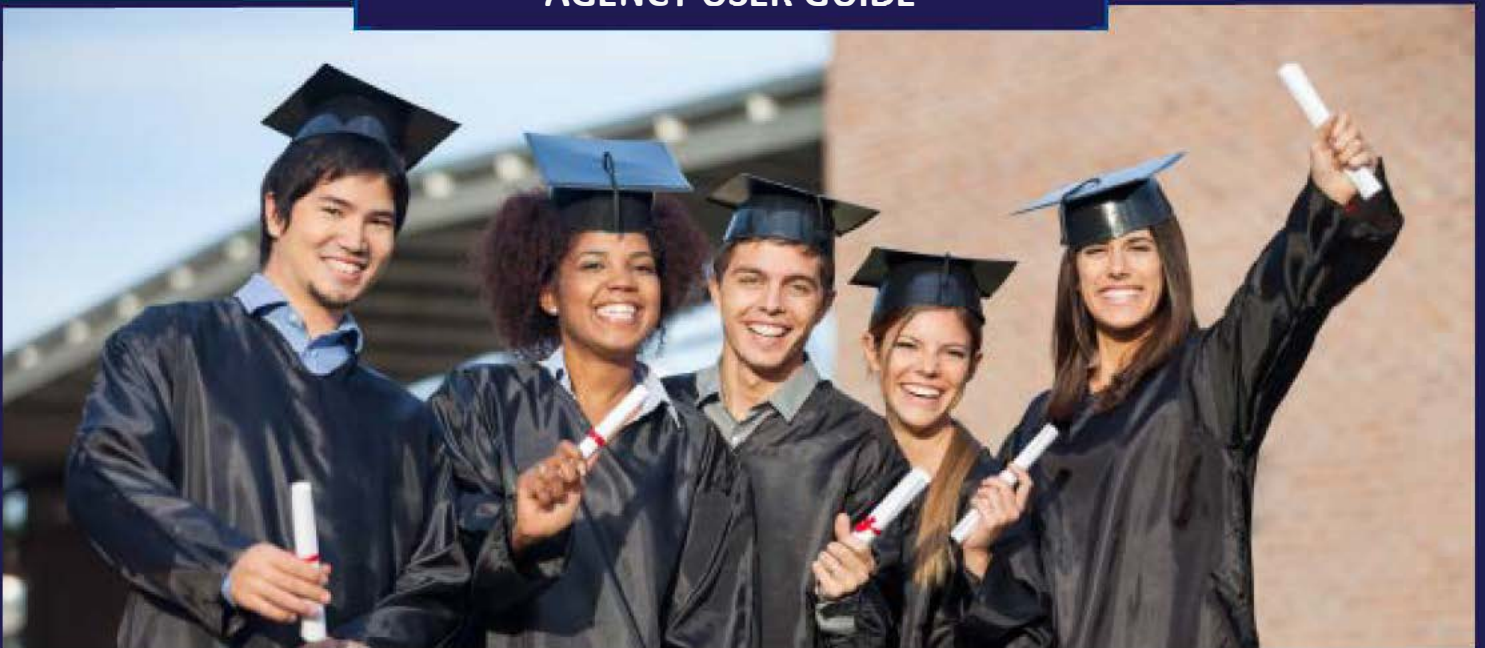


# Florida Grants System (FLAGS)

## AGENCY USER GUIDE



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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.

## FLORIDA GRANTS SYSTEM (FLAGS)

## AGENCY USER REGISTRATION

### 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

The screenshot shows a web browser window with the URL <http://apptest2.fldoe.org/DatabaseEnhancement/Login.aspx>. The page title is "Florida Grants System FLAGS". The header features the Florida Department of Education logo and an American flag. Below the header is a "User Login" form with the following elements:

- Text: "Please enter your user name and password."
- Input field: "User Name:"
- Input field: "Password:"
- Checkbox: "Remember me next time."
- Button: "Log In"
- Links: "Forgot password" and "Sign up"

A red circle with the number "1" is placed above a red-bordered box that contains the instruction: "Navigate to <http://apptest2.fldoe.org/DatabaseEnhancement/Login.aspx> and click **Sign Up**". A red arrow points from this box to the "Sign up" link in the login form.

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](mailto: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.

# AGENCY USER REGISTRATION

## 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:** \*  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.

**Department/Division/Section:** \*

**Title:**

**Work Phone:** \*  -  -  **Ext:**

**Work Fax:**  -  -

**Work E-mail:** \*

**Work Address 1:** \*

**Work Address 2:**

**City:** \*

**State:** \*

**Zip Code:** \*  -

**2**

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
<input type="radio"/>	District Employee	Contact	904-284-6500	True
<input type="radio"/>	District Employee	Fiscal Officer	904-284-6571	True

**3**

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

# AGENCY USER REGISTRATION

## 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

Department

Bureau Section: \*

Comptroller Roles ▾

Select **Comptroller Roles**  
from the drop down menu.

4

Application Security

Role(s): \*

Cash Advance	Expenditure Reporting	Others
<input type="radio"/> Cash Advance Agency Reviewer <input type="radio"/> Cash Advance Agency User <input checked="" type="radio"/> Cash Advance Comptroller Accountant <input type="radio"/> Cash Advance Comptroller Mgr <input type="radio"/> Cash Advance Comptroller Reviewer <a href="#" style="color: blue; text-decoration: underline;">Clear Selection</a>	<input type="radio"/> Exp Reporting Agency Reviewer <input type="radio"/> Exp Reporting Agency User <input checked="" type="radio"/> Exp Reporting Comptroller Accountant <input type="radio"/> Exp Reporting Comptroller Mgr <input type="radio"/> Exp Reporting Comptroller Reviewer <a href="#" style="color: blue; text-decoration: underline;">Clear Selection</a>	<input checked="" type="radio"/> Comptroller Sys Admin <input type="radio"/> Agency Access Control <a href="#" style="color: blue; text-decoration: underline;">Clear Selection</a>

5

Select appropriate roles

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



# AGENCY USER REGISTRATION

## 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.

User Security

You will be automatically assigned a system-generated Username and Password. Upon completion of your registration request, this information will be emailed to you via the email address you supplied in the form above. At this point, you will not be able to log into FLAGS.

After your registration request has been reviewed and approved by the Department of Education Office, your account will be enabled for login. Upon your first login, you will be forced to change your Password.

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

**Password Question:**  6

**Password Answer:**

7

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

Title	Deputy Chancellor of Student Improvement
Phone	850-245-0841
Fax	--
E-mail	sam.foerster@fldoe.org

[Click here to correct any errors](#)

After you've reviewed your registration request and agree that the information is correct, please click on the link below to have your registration form reviewed by DOE.  
[Click here to confirm your information and verify your e-mail address.](#)

Thank you!  
The Florida Department of Education

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](mailto: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.

# AGENCY USER REGISTRATION

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: [REDACTED]  
Temporary password: dcb8{E5a15  
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 dog!	Fido-is-my-dog!	Contained blank spaces. Did not include non-alphanumeric values.
Fido\$\$\$	\$Fido\$d0g\$	Contained repeating values. <i>(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.)</i>

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](tel:850-245-0401).

Thank you,

The Florida Department of Education

## NAVIGATION

### GENERAL

Log In to the FLAGS System

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



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**EDUCATION**  
fldoe.org

# Florida Grants System FLAGS

Help

User Login

Please enter your user name and password.

User Name:

Password:

Remember me next time.

**Log In**

[Forgot password](#)  
[Sign up](#)

**Enter your user name and password, then click Log In.**

© 2015 State of Florida  
Free Downloads: [Acrobat Reader](#) | [Excel Viewer 2003](#) | [Word Viewer 2003](#) | [PowerPoint Viewer 2003](#)

### General Navigation

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

your  
con-  
v-  
en-  
i-  
e-  
n-  
ce.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

# Florida Grants System FLAGS

Welcome, agency100

**Navigational Tabs**

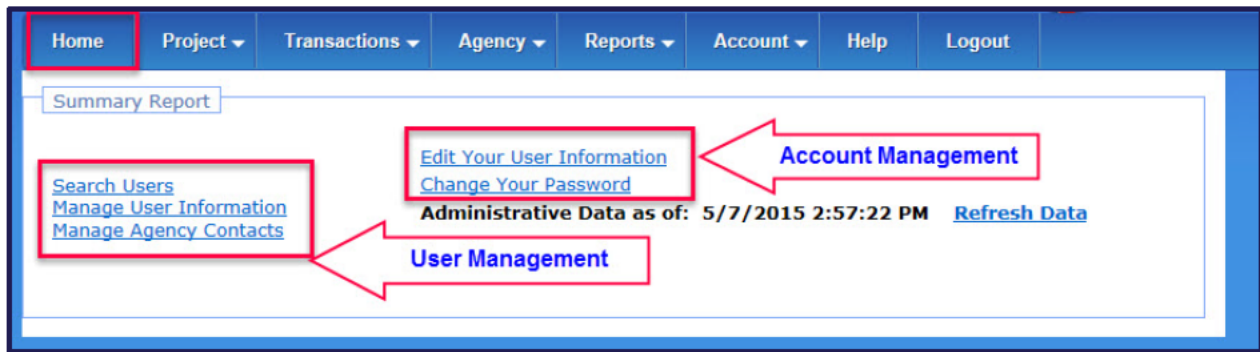
Home | Project | Transactions | Agency | Reports | Account | Help | Logout

# NAVIGATION

## 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.

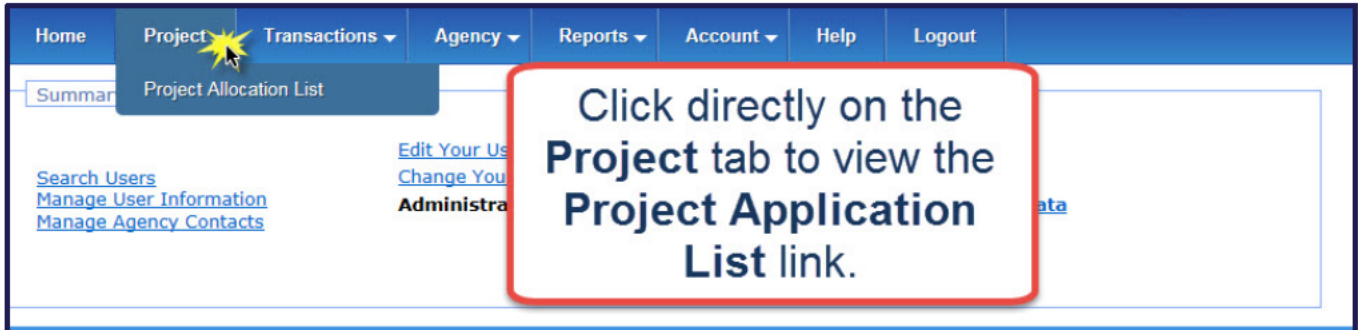


# PROJECT TAB

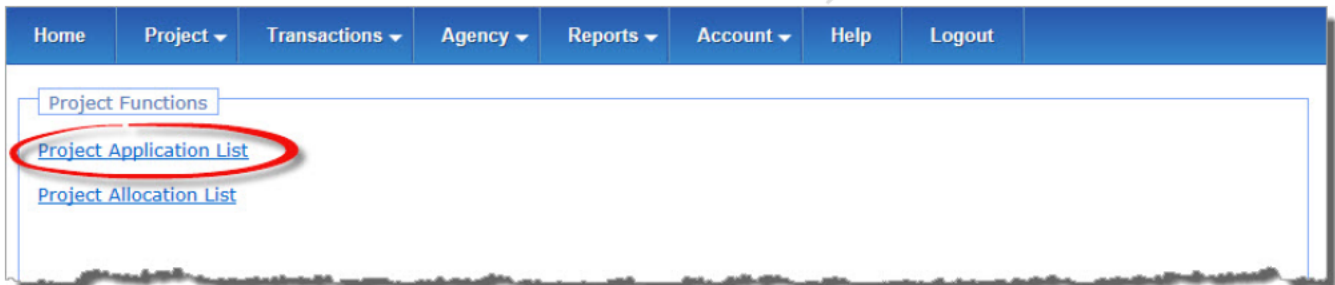
## PROJECT TAB

### Project Application List

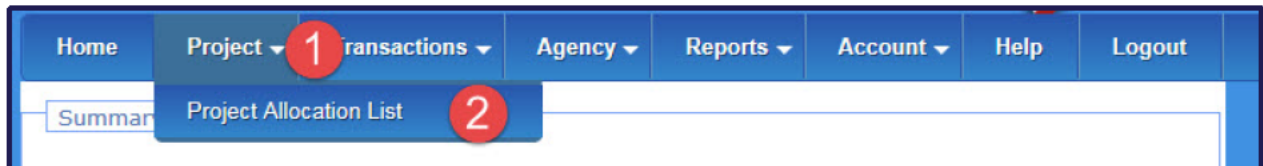
Click directly on the **Project** tab to see a link to the **Project Application List**.



Click the **Project Application List** link.



### Project Allocation List



Click **Project Allocation List**

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

## PROJECT TAB

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

Project

**Agency:**

**Grant:**

**Project:**

**Project Status:**

**Accountant:**

**Reimbursement Option:**

**Liquidation Date From:**

**Close Date From:**

**Agency Tracking #:**

**Liquidation Date To:**

**Close Date To:**

Search Project
Reset

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

Agency	Grant	Project	Status	Accountant	Approved Program Allocation	Cash Advance	Expenditures obligations	Reimbursement option	Liquidation Date	Close Date	Agency Tracking Number
150	1615A	<a href="#">5CR01</a>	Active	CARDS.CONV	25,770.00	16,183.96	16,183.96	0.00			
150	1615A	<a href="#">5CS01</a>	Active	CARDS.CONV	29,293.00	18,248.36	18,248.36	0.00			
150	2245A	<a href="#">5CT01</a>	Active	CARDS.CONV	132,720.16	85,691.17	85,691.17	0.00			

The entries in these fields can be clicked to open specific project details in the selected category.

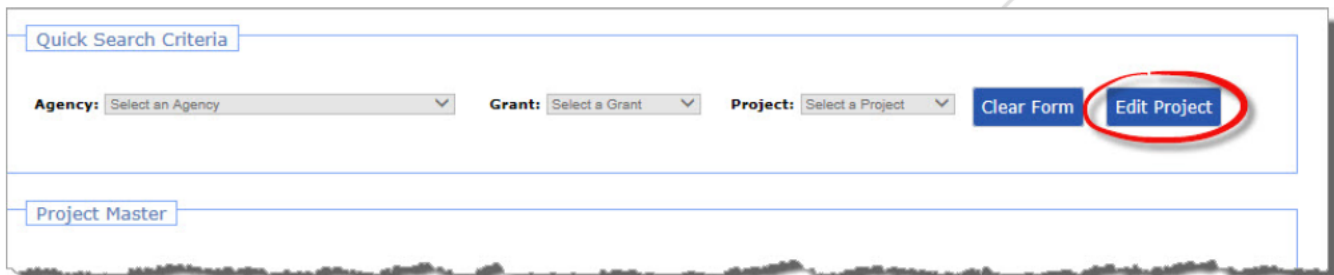
## PROJECT TAB

### 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.



The screenshot shows a web interface with two main sections. The top section is titled "Quick Search Criteria" and contains three dropdown menus: "Agency: Select an Agency", "Grant: Select a Grant", and "Project: Select a Project". To the right of these menus are two buttons: "Clear Form" and "Edit Project". The "Edit Project" button is circled in red. Below this section is a section titled "Project Master".

# PROJECT TAB

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

## Project Master

<b>Agency Code: *</b>	150	<b>Agency Name:</b>	Dixie County School District		
<b>Grant Number: *</b>	1615A	<b>Grant Title:</b>	Carl D. Perkins CTE Secondary 131		
<b>Project Number: *</b>	5CS01	<b>Grant Type: *</b>	Competitive Discretionary		
<b>Agency Tracking Nbr:</b>	95012 F2015 PERK SEC	<b>Project Long Name:</b>	Carl D. Perkins CTE Secondary 131		
<b>Project Status: *</b>	Active				
<b>Project Short Name:</b>	Carl D. Perkins CTE Secondary				
<b>Program Allocation:</b>	29,293.00	<b>Expenditures:</b>	18,248.36	<b>Cash Advance:</b>	18,248.36
<b>Program Balance:</b>	11,044.64	<b>Cash Advance Balance:</b>	11,044.64	<b>Cert Roll Forward:</b>	
<b>Alloc Adjustment Amount:</b>	0.00	<b>Cert Roll Fwd Adj:</b>	0.00	<b>Amendment Type:</b>	I-Increase
<b>Total Adjustments:</b>	1,663.00	<b>Amendment Effective Date:</b>	4/17/2015	<b>Description:</b>	Increase
<b>OrgL2L5:</b>	559000000	<b>Object:</b>	780003	<b>Last Approved Amendment Nbr:</b>	1
<b>EForm Type: *</b>	E399	<b>CFDA:</b>	84.048A L.I. 124	<b>TAPS:</b>	15B004
<b>Prog Begin &amp; End Dates:</b>	7/1/2014 - 6/30/2015	<b>Reimbursement Description: *</b>	C-Federal Cash Advance		
<b>Budget Begin &amp; End Dates:</b>	7/1/2014 - 6/30/2015	<b>Liquidation Date:</b>	8/20/2015	<b>Close Date:</b>	
<b>Accountant:</b>	Select an Accountant	<b>Alt Report Date:</b>		<b>Last Activity Date:</b>	6/30/2015
<b>Updated Date:</b>	5/21/2015 12:48:42 PM	<b>Refund Date:</b>		<b>Program Report Date:</b>	5/31/2015
		<b>Alt Report Date:</b>		<b>Last Proposed Amendment Date:</b>	5/31/2015
		<b>Obligations: *</b>	0.00	<b>Program Income: *</b>	0.00
		<b>Program Income: *</b>	0.00	<b>New Comments:</b>	

Save Project

4



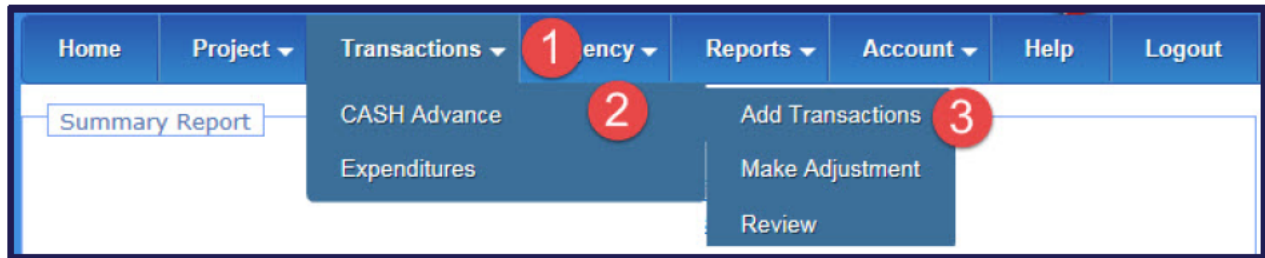
# TRANSACTIONS – Cash Advance

## 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.

A screenshot of the 'Cash Advance Transactions' search form. The form title is 'Cash Advance Transaction Search'. Below the title, it says 'All Inactive,Closed and Deleted Grants Cash Advance Amount were disabled'. There are four input fields: 'Agency: Grant:' with the value '100', 'Project:', 'Agency Tracking #:', and 'Project Status:' with a dropdown menu set to 'Active'. A red circle with the number '1' is overlaid on the Project Status dropdown. Below the input fields is a blue button labeled 'Get Projects' with a red circle and the number '2' overlaid on it.

## TRANSACTIONS – Cash Advance

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

Get Projects

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

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

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	<input type="text"/>	<input type="text"/>
100	RA111	5C001	4070	Active	75,000.00	5,053.13	69,946.87	<input type="text"/>	<input type="text"/>
100	1275A	5CH01	4285	Active	70,000.00	44,815.02	25,184.98	<input type="text"/>	<input type="text"/>
100	1615A	5CS01	4045	Active	253,248.00	137,336.86	115,911.14	<input type="text"/>	<input type="text"/>
100	2265B	5CS01	4065	Active	68,996.00	68,932.63	63.37	<input type="text"/>	<input type="text"/>
100	1935A	5CE01	4605	Active	17,842.00	17,842.00	0.00	<input type="text"/>	<input type="text"/>
100	2982A	4C002	4255	Active	175,000.00	175,000.00	0.00	<input type="text"/>	<input type="text"/>
					15,768,848.91	9,656,472.88	6,112,376.03	0.00	

Save Transaction

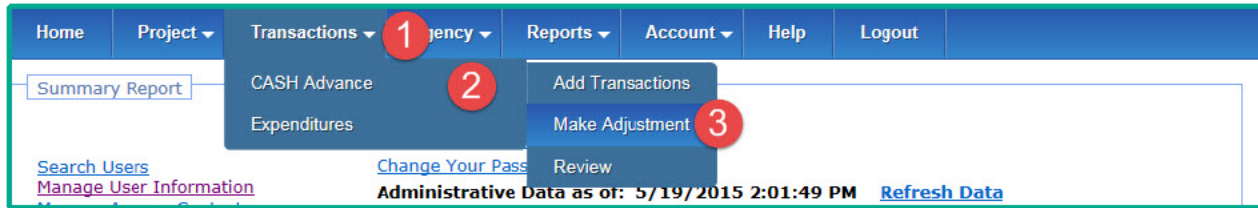
2

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.

# TRANSACTIONS – Cash Advance

## Making Cash Advance Adjustments

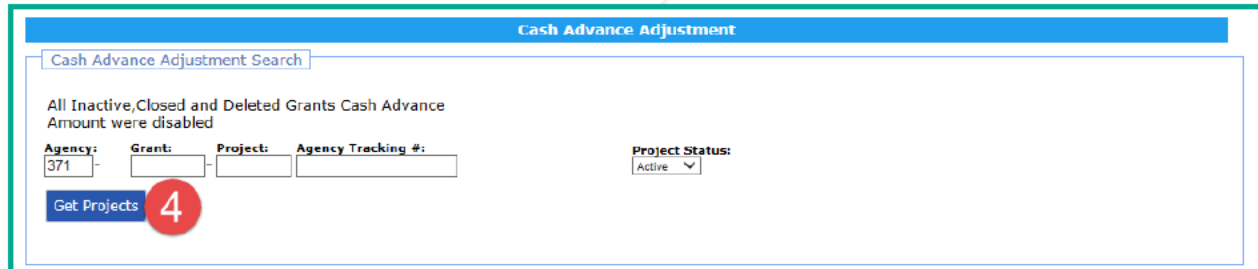


Under the Transactions tab, select

Click **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.

## TRANSACTIONS – Cash Advance

Cash Advance Adjustment

Cash Advance Adjustment Search

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

Agency:  Grants:  Projects:  Agency Tracking #:

Project Status:

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

	Agency Grant	Project	Agency Tracking #	Project Status	Program Allocation	Previously Requested	Pending Transaction Available	Amount	Adjustment Amount
Select for Adjustment...	371	RA211	4C001	033469	Active	2,447,153.57	1,960,760.69	0.00	486,392.88
Select for Adjustment...	371	RA111	4C001	033494	Active	2,901,214.95	2,110,544.42	0.00	790,670.53
Select for Adjustment...	371	RA111	4C004	034851	Active	3,629,600.00	1,748,170.98	0.00	1,881,429.02
Select for Adjustment...	371	RA411	4C003	033501	Active	890,390.64	667,043.34	0.00	23,347.30

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:  Grant:  Project:  Agency Tracking #:

Project Status:

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	<input style="border: 1px solid red; border-radius: 50%; width: 60px; text-align: center; font-weight: bold; font-size: 1.5em; color: white; background-color: red; display: inline-block; vertical-align: middle; margin-left: 10px;" type="text" value="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	<input style="border: 1px solid red; border-radius: 50%; width: 60px; text-align: center; font-weight: bold; font-size: 1.5em; color: white; background-color: red; display: inline-block; vertical-align: middle; margin-left: 10px;" type="text" value="100.00"/> 2
371	RA111	4C001	033494	Active	2,901,214.95	2,110,544.42	0.00	790,670.53	<input type="text" value="300.00"/>
371	RA111	4C004	034851	Active	3,629,600.00	1,748,170.98	0.00	1,881,429.02	<input type="text" value="400.00"/>
371	RA411	4C003	033501	Active	890,390.64	867,043.34	0.00	23,347.30	<input type="text" value="200.00"/>
371	RA111	4C003	033809	Active	190,805.51	161,104.58	0.00	29,200.93	<input type="text"/>
371	214B	4C001	034031	Active	400,000.00	395,700.00	0.00	4,300.00	<input type="text"/>
371	1615A	5CDR1	035020	Active	23,000.00	2,690.56	0.00	20,309.44	<input type="text"/>
371	RA111	4C002	033496	Active	1,133,254.27	1,124,722.96	0.00	8,531.31	<input type="text"/>

3

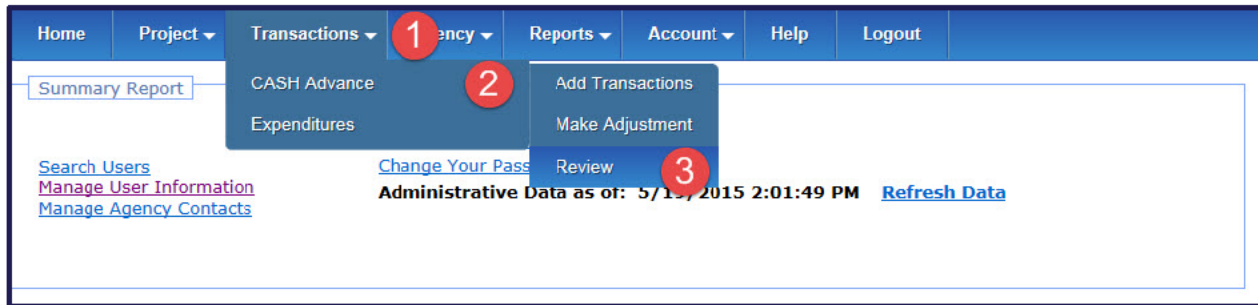
To review adjustments, navigate to **Transactions > CASH Advance > Review**. You may reject/cancel any transaction you do not want processed until 2:00 p.m on the day requested.

# TRANSACTIONS – Cash Advance

## 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.

Under the Transactions tab, select Cash Advance > Review.

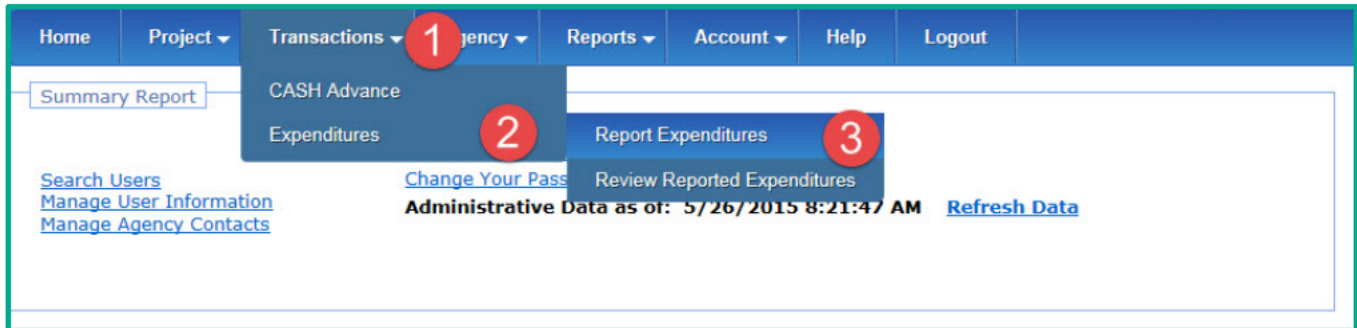
The total amount your agency is requesting will display at the bottom of the page. You can reject/cancel\* any transaction that you do not want processed. Check the appropriate box(es) in the **Select All** column and then click **Reject Selected Transactions**.

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

Search Results												
Agency Grant	TR Type	Project	TR01 Link	Program Allocation	Previously Requested	Available Amount	Pending Amount	Updated Available Amount	Org L2L5 ED	Transaction Date	Select All	
100	RA111	00	5C001	75,000.00	5,053.13	69,946.87	100.00	69,846.87	039010000	A1	5/19/2015 3:25:00 PM	<input type="checkbox"/>
							Pending Total:	100.00				
<input type="button" value="Reject Selected Transactions"/>												

# TRANSACTIONS – Expenditures

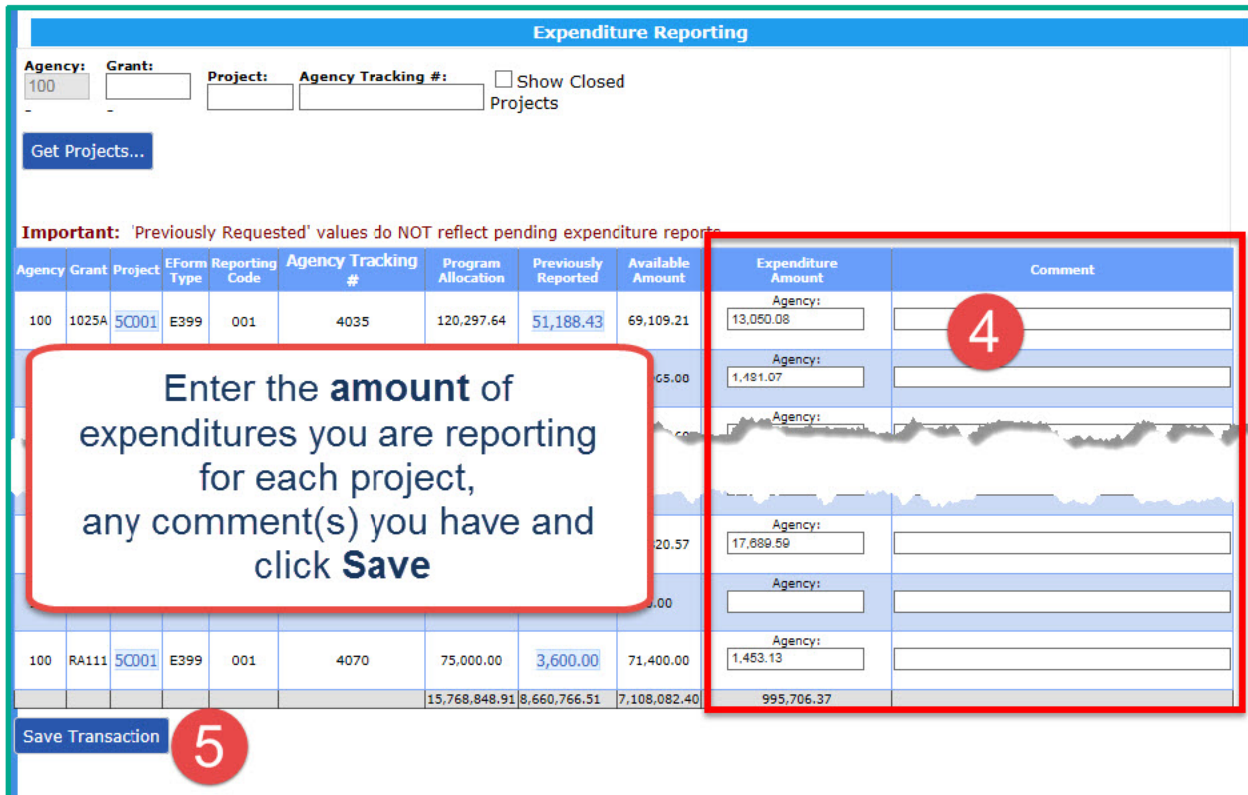
## Expenditure Reporting



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 screenshot shows a navigation menu with the following items: Home, Project, Transactions, Agency, Reports, Account, Help, and Logout. The 'Transactions' menu is expanded, showing 'CASH Advance', 'Expenditures', and 'Report Expenditures'. The 'Expenditures' menu is further expanded, showing 'Review Reported Expenditures'. A red circle with the number '1' is placed over the 'Transactions' menu, a red circle with the number '2' is over the 'Expenditures' menu, and a red circle with the number '3' is over the 'Review Reported Expenditures' menu. Below the menu, there are links for 'Search Users', 'Manage User Information', and 'Manage Agency Contacts'. The administrative data shows the date and time as 5/11/2015 9:59:22 AM, and there is a 'Refresh Data' link.

The report shows all reported expenditures for your agency.

Search Results

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
<b>Total: 995,706.37</b>													



## TRANSACTIONS – Expenditures

[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 official record
380041	05	100	1025A	SCI01	001	26.00	Worked	12/4/2014 9:21:00 AM	CARDS.CONV	
383439	05	100	1025A	SCI01	001	356.52	Worked	1/12/2015 8:59:00 AM	CARDS.CONV	
386218	05	100	1025A	SCI01	001	3,740.00	Worked	2/4/2015 10:30:00 AM	CARDS.CONV	
389503	05	100	1025A	SCI01	001	428.95	Worked	3/3/2015 1:40:00 PM	CARDS.CONV	
393247	05	100	1025A	SCI01	001	857.90	Worked	4/6/2015 1:06:00 PM	CARDS.CONV	
396535	05	100	1025A	SCI01	001	1,481.97	Saved	5/5/2015 8:49:00 AM	CARDS.CONV	
						<b>Total Amount: 5,409.37</b>				

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

Report disbursement(s) by 11:59 p.m. the 20<sup>th</sup> 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 20<sup>th</sup> 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
<b>Agency 371-FLORIDA STATE UNIVERSITY</b>							
371-224A							
<b>** Total</b>				30.00	-60.00		
<b>** Agen</b>				<b>30.00</b>			
371-532A							
				5.00		2/13/2015	06
				15.00		2/13/2015	06
<b>** Total for 371-532A</b>				<b>20.00</b>	<b>115,284.00</b>		
<b>** Agency Grant Total for 371-532A **</b>	<b>115,324.00</b>	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>			
<b>* Agency Total for 371 *</b>	<b>115,324.00</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>			

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

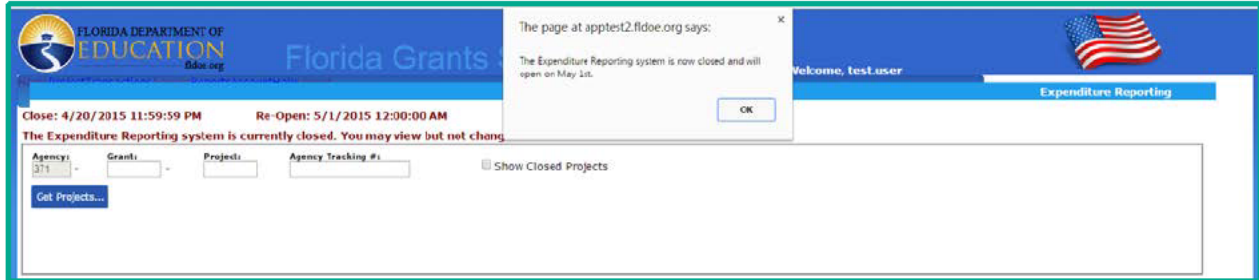
Parameters:  
Agencycode:371  
Grant:  
Project:  
AgencyTrackingNumber:  
2/17/2015

Report: PendingExpenditureReported

Page 1 of 1

## TRANSACTIONS – Expenditures

If you access the screen after the 20<sup>th</sup> 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

### Agency Tab

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

Agency Name	Agency Code	Agency Type	Address1	City	State	Zip	Active	Vendor #	Vendor Short Name	Agency Contacts												
Clay County School District	100	School District	CLAY COUNTY SCHOOL BOARD	GREEN COVE SPRINGS	FL	32043	True	F596000552001	CLAY CO. SCHOOL	<table border="1"> <thead> <tr> <th>Action</th> <th>Full Name</th> <th>Personal Type</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>Sonya Findley</td> <td>Contact</td> <td>904-284-6500</td> </tr> <tr> <td></td> <td>GEORGE COPELAND</td> <td>Fiscal Officer</td> <td>904-284-6571</td> </tr> </tbody> </table>	Action	Full Name	Personal Type	Phone Number		Sonya Findley	Contact	904-284-6500		GEORGE COPELAND	Fiscal Officer	904-284-6571
Action	Full Name	Personal Type	Phone Number																			
	Sonya Findley	Contact	904-284-6500																			
	GEORGE COPELAND	Fiscal Officer	904-284-6571																			

### 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

to the and for

sequence indicate location mailing address the payment.

Your pre-

Agency Code	Vendor Number	Vendor Name	Vendor Status
100	C596000552	Clay County District School Board	Inactive
100	F596000552001	CLAY COUNTY DISTRICT SCHOOL BOARD	Active

Agency Code is

## AGENCY TAB

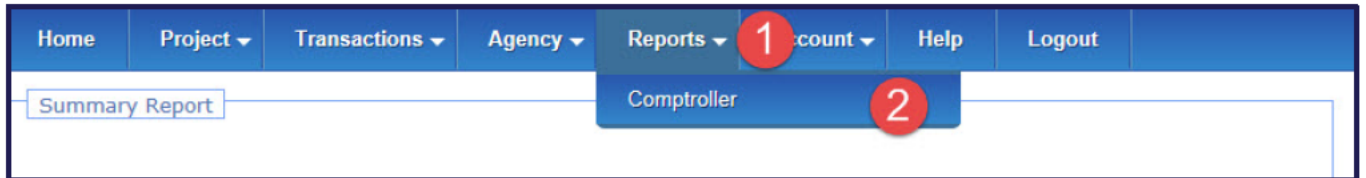
populated, so click on **List Vendors**. Click **Select** to view the details for that vendor. You can view the name on file with the Department and the FEIN (Vendor number).

# REPORTS

## REPORTS TAB

### Comptroller Reports

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

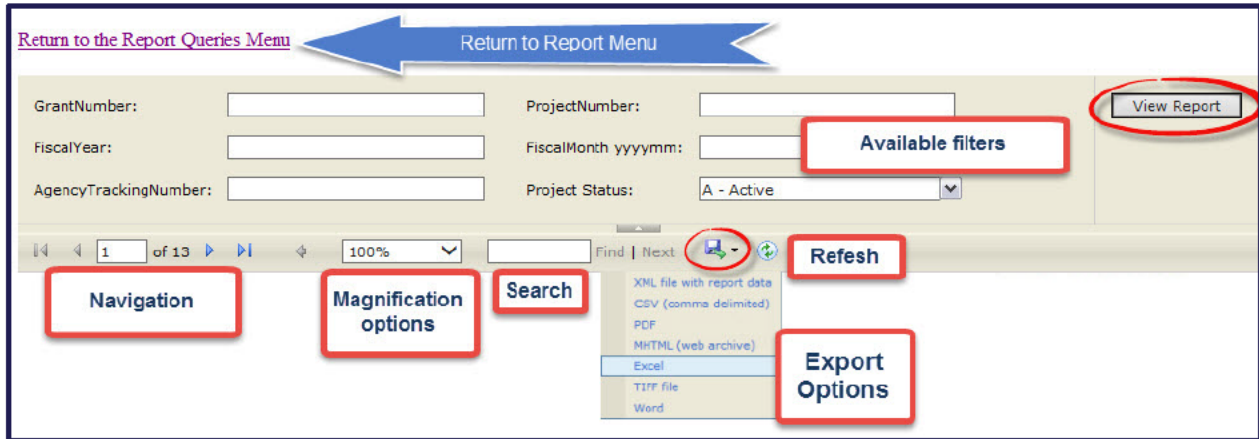


### Report Queries Menu



### Common Report Features

# REPORTS



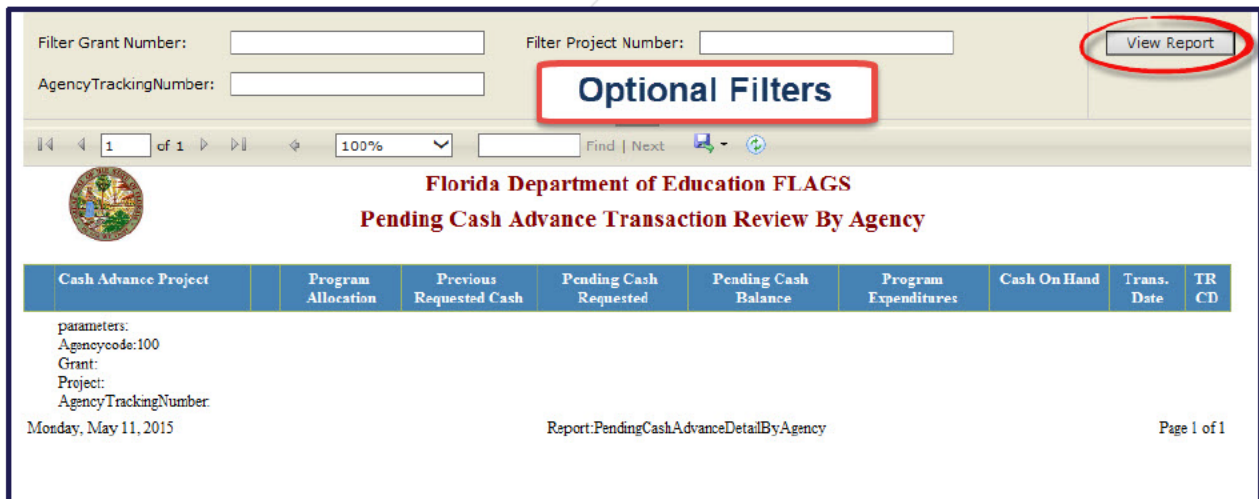
Some of the common report menu feature are highlighted below:

## 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

# REPORTS

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

[Return to the Report Queries Menu](#)

Filter Grant No:  Filter Project No:  **View Report**


Payment No:  SWDN:

Filter Agency Tracking No:  Payment Begin Date:   NULL

Payment End Date:   NULL

**Optional Filters**

1 of 52 100% Find | Next

 **Florida Department of Education FLAGS**  
**Cash Advance Payment Detail By Agency**


Agency Code	Project Number	Agency Tracking Number	DOE Processed Date	Transaction Amount
<b>100 - Clay County School District</b> <a href="#">State CFO Pending Payments...</a>				
<b>Voucher No</b>	<b>Payment #</b>	<b>Payment Dt</b>	<b>SWDN</b>	<b>Payment Amount</b>
J01666	0603915	5/8/2015	D5000573160	6,945.53
	100-1915A-5CG01		4385	5/5/2015 6,945.53
<b>*Total For J01666</b>				<b>6,945.53</b>
<b>Voucher No</b>	<b>Payment #</b>	<b>Payment Dt</b>	<b>SWDN</b>	<b>Payment Amount</b>
J01665	0603911	5/8/2015	D5000573159	1,453.13
	100-RA111-5C001		4070	5/5/2015 1,453.13
<b>*Total For J01665</b>				<b>1,453.13</b>

Pending Expenditure Reported

GrantNumber:  ProjectNumber:  **View Report**

AgencyTrackingNumber: 100 **Optional Filters**

1 of 1 100% Find | Next

 **Florida Department of Education FLAGS**  
**Pending Expenditures Reported**

Project	Program Allocation	Reported Expenditures	Pending Allocation	Pending Expenditures	Pending Program Balance	Trans. Date	TR CD
Parameters: Grant: Project: AgencyTrackingNumber:100 5/11/2015							
Report: PendingExpenditureReported							
Page 1 of 1							

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

# REPORTS

## 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.

GrantNumber:  ProjectNumber:  **View Report**

FiscalYear:  FiscalMonth yyyyymm:

AgencyTrackingNumber:  Project Status: A - Active

Optional Filters

Florida Department of Education FLAGS Print Date: 5/11/2015 11:26:47 AM

**FLAGS Detail By Grant**  
Fiscal Month: 201505 Fiscalyear: 2015

Project	Levl	Program Allocation	Cash Advance	Program Expenditures	Cash On Hand	Program Balance	TR CD	Voucher	Trans. Date
<b>Grant 1025A-Title III Supplementary Instructional Support for English Language Learners</b>									
<b>1025A_100 CLAY CO. SCHOOL BOARD</b>									
1025A-100-5C001				Agy Track #: 4035					Project Status:Active
1025A_100_5C001	D	19,647.01	0.00	0.00			04	900013	8/14/2014
1025A_100_5C001	D	0.00	17,836.52	0.00			00	J00421	9/4/2014
1025A_100_5C001	D	0.00	0.00	17,836.52			05	900008	9/4/2014
1025A_100_5C001	D	0.00	13,050.08	0.00			00	J01664	5/5/2015
<b>**Total for-1025A-100-5C001**</b>		<b>120,297.64</b>	<b>64,238.51</b>	<b>51,188.43</b>	<b>13,050.08</b>	<b>69,109.21</b>			
1025A-100-5CI01				Agy Track #: 4035					Project Status:Active
1025A_100_5CI01	D	46,374.45	0.00	0.00			04	900013	10/13/2014
1025A_100_5CI01	D	0.00	26.00	0.00			00	J00949	12/4/2014
1025A_100_5CI01	D	0.00	1,481.97	0.00			00	J01664	5/5/2015
<b>**Total for-1025A-100-5CI01**</b>		<b>46,374.45</b>	<b>6,891.34</b>	<b>5,409.37</b>	<b>1,481.97</b>	<b>40,965.08</b>			
<b>* Grant Agency Total for-1025A-100*</b>		<b>166,672.09</b>	<b>71,129.85</b>	<b>56,597.80</b>	<b>14,532.05</b>	<b>110,074.29</b>	Cash Bal	<b>95,542.24</b>	
<b>* Grant Total for 1025A *</b>		<b>166,672.09</b>	<b>71,129.85</b>	<b>56,597.80</b>	<b>14,532.05</b>	<b>110,074.29</b>	Cash Bal	<b>95,542.24</b>	

## Cash Advance Detail by Agency

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

Filter Grant Number:  Filter Project Number:  **View Report**

Agency Tracking Number:  **Optional Filters**

1 of 57 of 100% Find | Next

Florida Department of Education FLAGS

**Cash Advance Detail By Agency**

Cash Advance Project	Obj. Code	Program Allocation	Cash Advance	Available Cash	Program Expenditures	Cash On Hand	Voucher	Trans. Date	TR CD
<b>Agency 100-CLAY CO. SCHOOL BOARD</b>									
<b>100-1020A Enhanced Instructional Opportunities for Recently Arrived Immigrant Children and Youth</b>									
100-1020A-0C001				Agy Track #: 4030					Project Status: Closed
100-1020A-0C001	720036	62,576.00	0.00		0.00		900013	10/2/2009	04
100-1020A-0C001	720035	0.00	1,908.53		0.00		J00956	10/8/2009	00



# REPORTS

Report.

## Projects Near Liquidation Date

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

Days Before Liquidation:	<input type="text" value="&lt;Select a Value&gt;"/> 0 to 10 Days 11 to 30 Days 31 to 60 Days -10 to 0 Days -11 to -40 Days -41 to -365 Days	Filter Grant Number:	<input type="text"/>	<input type="button" value="View Report"/>
Filter ProjectNumber:	<input type="text"/>	Filter Agy Tracking No:	<input type="text"/>	
Group By :		Then Group By:	<input type="text" value="None"/>	

Report.

## ACCOUNT

### Account Management

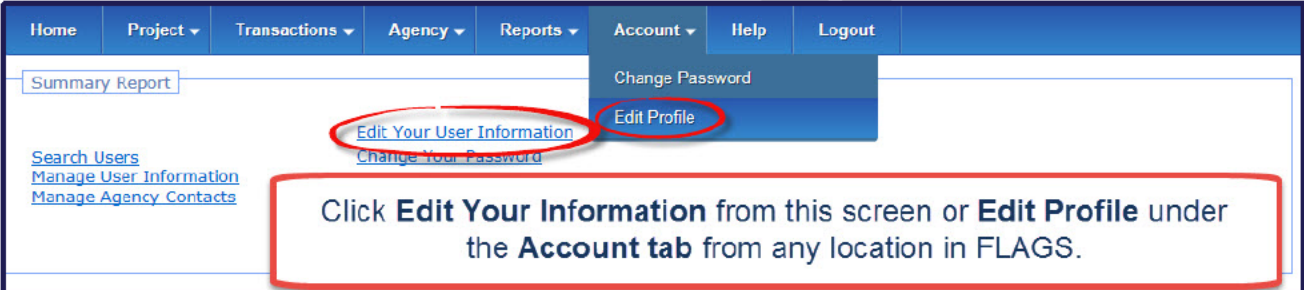
You can either manage your account from the **Account** tab or from links on your **Summary Report** on the **Home** screen. The available management features are **Edit Your User Information** and **Change Your Password**.

*\*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.



The screenshot shows the top navigation bar of the FLAGS system with tabs: Home, Project, Transactions, Agency, Reports, Account, Help, and Logout. The 'Account' tab is selected, showing a dropdown menu with options: Change Password, Edit Profile, Edit Your User Information, and Change Your Password. The 'Edit Your User Information' and 'Edit Profile' options are circled in red. Below the menu, there are links for Search Users, Manage User Information, and Manage Agency Contacts. A red-bordered box contains the text: Click **Edit Your Information** from this screen or **Edit Profile** under the **Account** tab from any location in **FLAGS**.

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

## ACCOUNT

User Profile

Please enter your profile information.

User Name: Agency100

First Name: \* Agency

Middle Name: \*

Last Name: \* User

Title: \*

Phone: 9045555555

Extension: \*

Suncom: \*

Fax: 9045294811

Office Section: \*

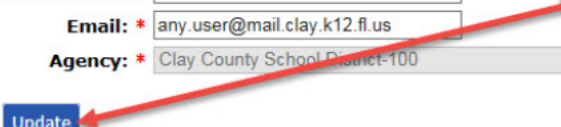
Email: \* any.user@mail.clay.k12.fl.us

Agency: \* Clay County School District-100

Update

Cancel

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.

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

Summary Report

[Edit Your User Information](#)

[Change Your Password](#)

[Search Users](#)


[Manage User Information](#)

[Manage Agency Contacts](#)

Administrative Data as of: 5/18/2015 10:23:30 AM [Refresh Data](#)

Change Password

Edit Profile



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.

# ACCOUNT

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 length.

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

[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-sensitive and 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.

## ACCOUNT

<i>Roover123</i>	<b>Roover!23</b>	Contained sequential values. Did not include non-alphanumeric values.
<i>Roover is my dog</i>	<b>Roover-is-my-dog1</b>	Contained blank spaces. Did not include non-alphanumeric values.
<i>Roover\$\$\$</i>	<b>\$Roover\$d0g\$</b>	Contained repeating values. <i>(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.)</i> 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.

DRAFT