



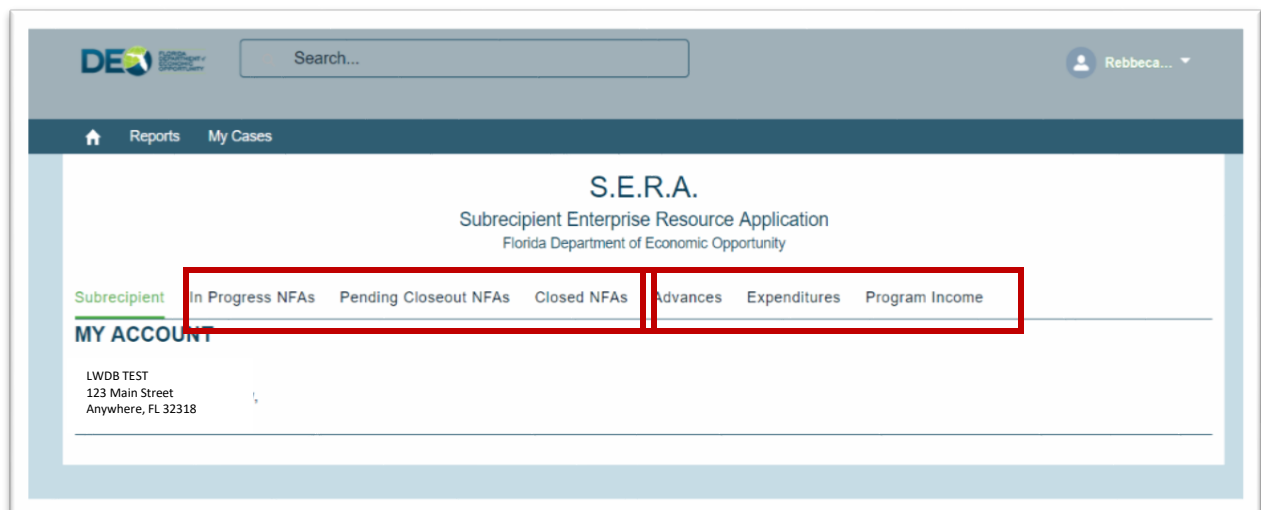
Subrecipient User Training Guide

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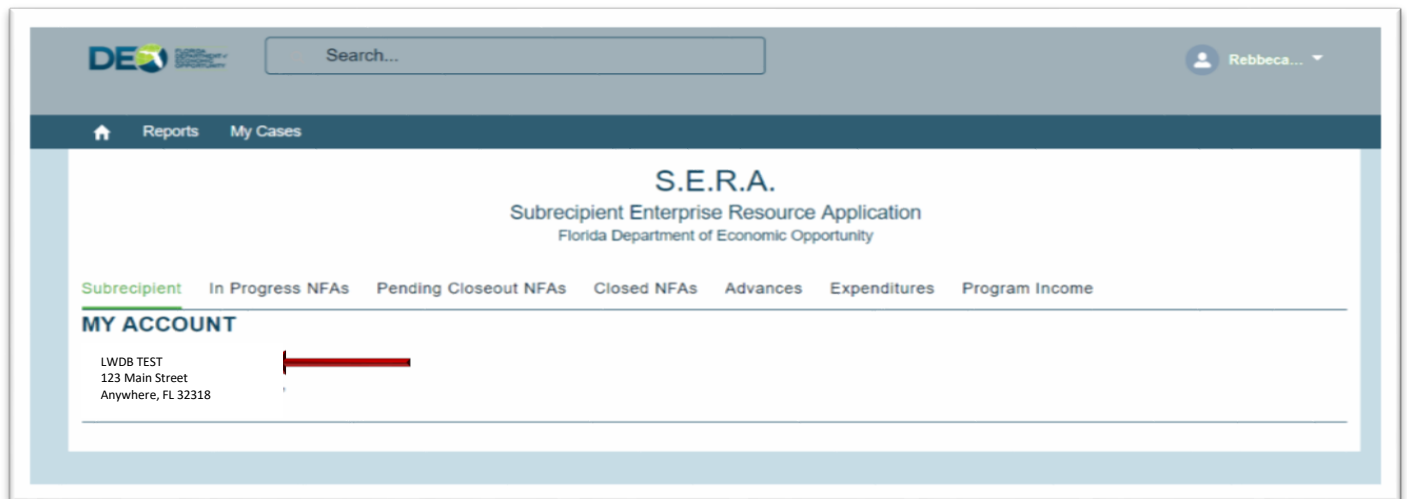
Homepage

- 1) Navigate to <https://serafullsb-deosera.cs92.force.com>
- 2) Enter the login details (which have been sent by email from Salesforce.com)
- 3) The first page accessed when logged in is the home screen, like the one below.
- 4) There are three list views for Notices of Fund Availability (NFA):
 - [In Progress NFAs](#)
 - [Pending Closeout NFAs](#)
 - [Closed NFAs](#)
- 5) There are three list views for Financial Activities:
 - [Advances](#)
 - [Expenditures](#)
 - [Program Income](#)



1. Subrecipient (Account Information)

2. To view account details, click on the account name. (Note: All clickable links are displayed in green)



3. Account details will be displayed.
4. The only changes that can be made on this page are the “Report from Date” and “Report to Date” fields. To make these changes click on the “Edit” button in the top right-hand corner. See the screenshot on the next page where these fields are highlighted.
5. Please note: these fields affect reporting and will determine the data that is pulled into reports based on the dates selected. This will be explained in further detail under the Reporting section of this user guide.

Click on the "Edit" button

Home Reports My Cases

Subrecipient

Phone Billing Address Website

Edit Grant Summary Report Program Income Report

Subrecipient Information

Subrecipient Name Phone

Doing Business As Name (DBA) Fax

FEIN Number
123456456

DUNS
123456456

Address Information

Billing Address Shipping Address

Palm Coast, FL 32164



Reporting Filters

Report From Date

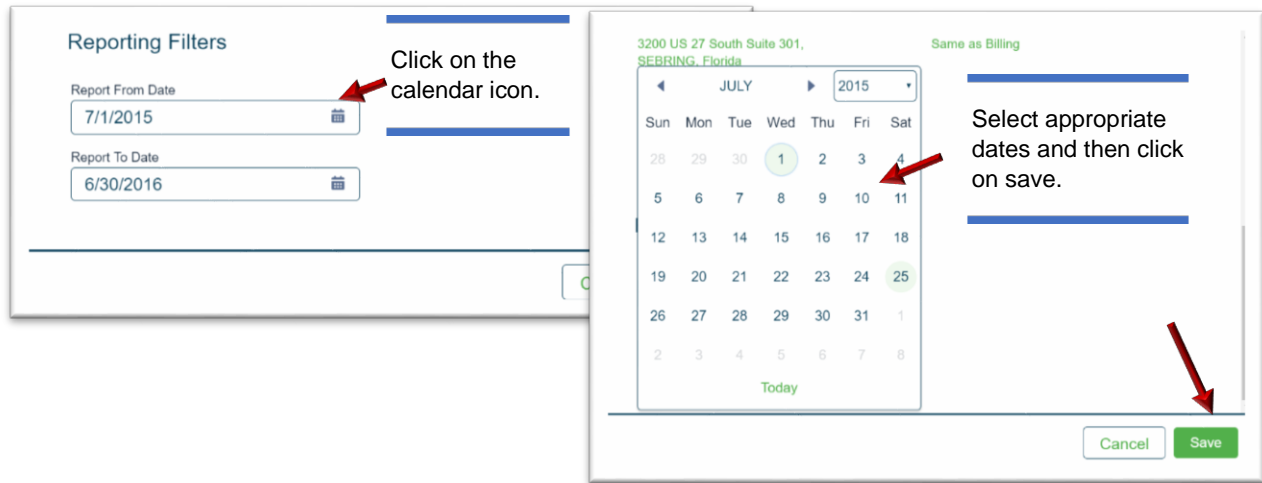
Report To Date

The only changes are able to be made will be to the "Report From Date" and "Report To Date" fields.

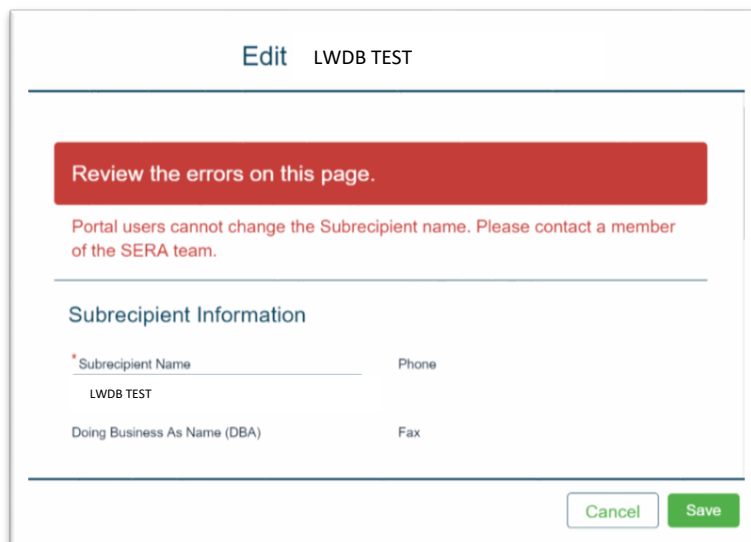
CONTACTS

CONTACTS


6. A small screen will open with the ability to update the “Report From Date” and “Report To Date” fields.
7. Click on the calendar icon to display the calendar and select the appropriate dates for both fields. Click “Save” to save the changes.

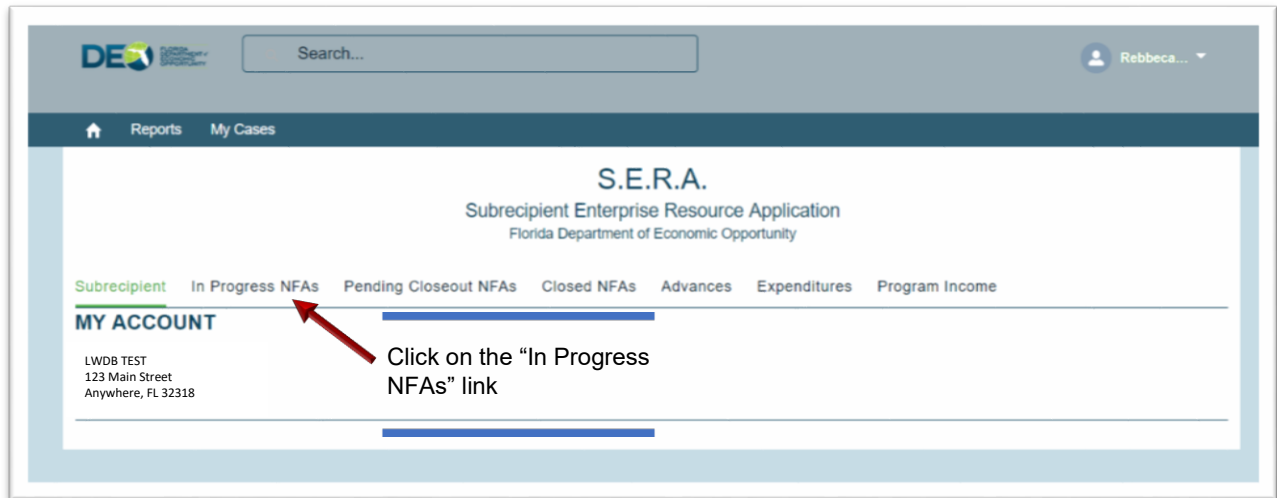


8. Please note: The Subrecipient name field appears to be editable, however it is not. If an attempt to make any changes to the name and save, the following error message is displayed.

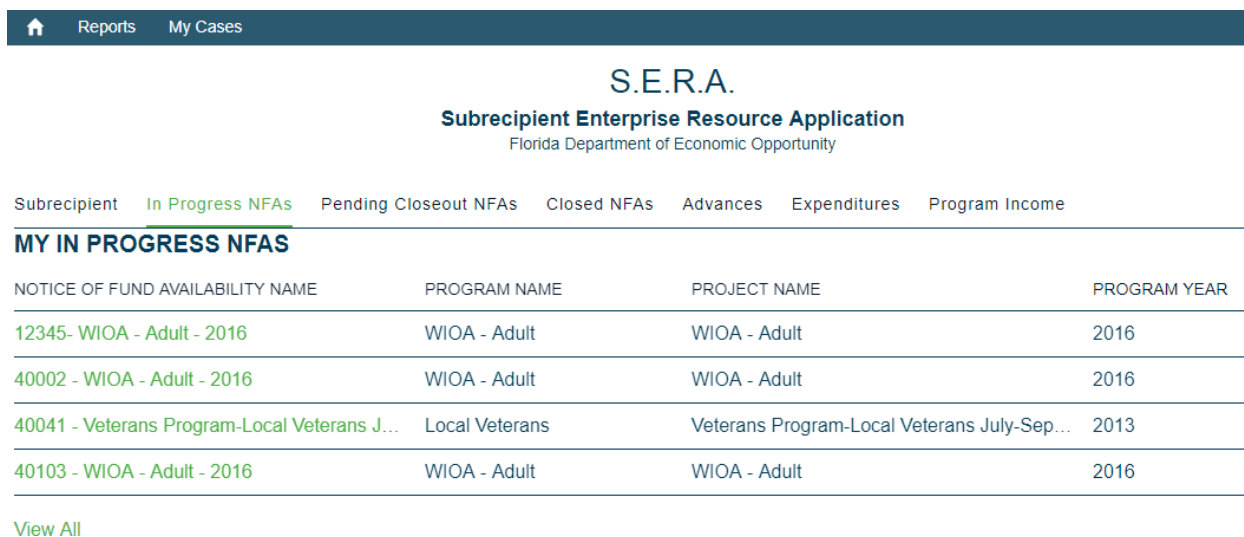


2. In Progress Notices of Fund Availability (NFAs)

1. To return to the home screen, click on the Home icon 
2. There are three list views for NFAs: In Progress NFAs, Pending Closeout NFAs and Closed NFAs. In this section we will be covering the In Progress NFAs.
3. Click on the “In Progress NFAs” link.



4. The following screen appears showing a list of the “In Progress NFAs”. An NFA record can be opened by clicking the link to the individual record.



NOTICE OF FUND AVAILABILITY NAME	PROGRAM NAME	PROJECT NAME	PROGRAM YEAR
12345- WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016
40002 - WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016
40041 - Veterans Program-Local Veterans J...	Local Veterans	Veterans Program-Local Veterans July-Sep...	2013
40103 - WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016

[View All](#)

5. For a List View that can be sorted, click on “View All” link at the bottom of the page.

Home Reports My Cases

S.E.R.A. Subrecipient Enterprise Resource Application Florida Department of Economic Opportunity

Subrecipient In Progress NFAs Pending Closeout NFAs Closed NFAs Advances Expenditures Program Income

MY IN PROGRESS NFAS

NOTICE OF FUND AVAILABILITY NAME	PROGRAM NAME	PROJECT NAME	PROGRAM YEAR
12345- WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016
40002 - WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016
40041 - Veterans Program-Local Veterans J...	Local Veterans	Veterans Program-Local Veterans July-Sep...	2013
40103 - WIOA - Adult - 2016	WIOA - Adult	WIOA - Adult	2016

[View All](#) ← Click on “View All”

6. In the “View All” screen the list can be sorted by any of the columns in the view. By clicking at the end of each column name records can be displayed in ascending or descending order.

Home Reports My Cases

Notices of Fund Availability
My In Progress NFAs

4 items • Sorted by Notice of Fund Availability Name • Filtered by Status, Approval Status, IsOwner • Updated a few seconds ago

	NOTICE OF FU... ↑	PROGRA... ↓	PROJECT NAME ↓	P... ↓	TOTAL F... ↓	TOTAL F... ↓	FUNDS A... ↓	STATUS ↓
1	12345- WIOA - Adu...	WIOA - Adult	WIOA - Adult	2016	\$2,561,702.00	\$2,561,702.00	\$2,560,702.00	In Progress
2	40002 - WIOA - Ad...	WIOA - Adult	WIOA - Adult	2016	\$2,561,702.00	\$2,561,202.00	\$2,548,855.00	In Progress
3	40041 - Veterans Pr...	Local Veterans	Veterans Program-L...	2013	\$100,000.00	\$50,000.00	\$50,000.00	In Progress
4	40103 - WIOA - Ad...	WIOA - Adult	WIOA - Adult	2016	\$25,000.00	\$500.00	\$500.00	In Progress

- To change to a different list view, click on the drop-down arrow (see screenshot below) and change the list view by selecting one of the options that is displayed. Available list views can also be viewed by returning to the Home screen.



- Click on the NFA record name link to access the record details.



- Related Financial Activities and Files can be viewed by scrolling to the end of the screen.
- Financial Activities related list shows all Financial Activities for the “In Progress” NFA selected. Click on “View All’ button to see all records.





NFA Page View:

 Notice of Fund Availability (NFA)
22345- WIOA - Adult - 2016


[New Financial Activity](#) | [Closeout Agreement](#)

Subrecipient: _____ Status: Pending Closeout Grant: [WIA17](#) Start Date: 7/1/2016 End Date: 6/30/2018

<p>Notice of Fund Availability Name 22345- WIOA - Adult - 2016</p> <hr/> <p>Subrecipient</p> <hr/> <p>Notice of Fund Availability Contact</p> <hr/> <p>CFDA Number 17.258</p> <hr/> <p>FAIN # AA283101655A12</p> <hr/> <p>CSFA Number</p> <hr/> <p>NFA ID</p> <hr/> <p>Sequence Number 003</p> <hr/> <p>NFA Financial Vendor Sequence Coastal Cloud TEST Seq</p> <hr/> <p>GAAFR 20</p> <hr/> <p>Program Name WIOA - Adult</p> <hr/> <p>Program Year 2018</p> <hr/> <p>Status Pending Closeout</p> <hr/> <p>Project Name WIOA - Adult</p> <hr/> <p>Unobligated Balance \$50,000,000.00</p>	<p>Total Funds Awarded \$50,000,000.00</p> <hr/> <p>Total Funds Released \$200,000.00</p> <hr/> <p>Funds Available to Draw \$198,775.00</p> <hr/> <p>LTD Funds Drawn  \$2.00</p> <hr/> <p>LTD Funds Expended  \$0.00</p> <hr/> <p>Actual Cash on Hand \$2.00</p> <hr/> <p>LTD Adjustments \$1,223.00</p> <hr/> <p>Amendment Award Adjustments \$250.00</p> <hr/> <p>Total Program Income Earned \$0.00</p> <hr/> <p>Total Program Income Spent \$0.00</p>
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Financial Activities (4)			
FINANCIAL ACTIVITY NAME	FINANCIAL ACTIVITY TYPE	STATUS	REPORTING TIME PERIOD START
FA-220280	Advance	SERA Approved	2/6/2018 
FA-220304	Cash Adjustment	Approved	2/7/2018 
FA-220314	Cash Adjustment	Submitted	2/9/2018 
FA-220332	Cash Adjustment	New	2/9/2018 

[View All](#)

 Files (0) [Add Files](#)

[Upload Files](#)

Or drop files

3. New Financial Activity for In Progress Notices of Fund Availability (NFAs)

1. Please note: Financial Activities cannot be created before the NFA Start Date or after the NFA Close Out Period time frame.
2. When creating a new Financial Activity – there are three options:
 - Expenditure Report
 - Advance
 - Program Income

3.1 Advance

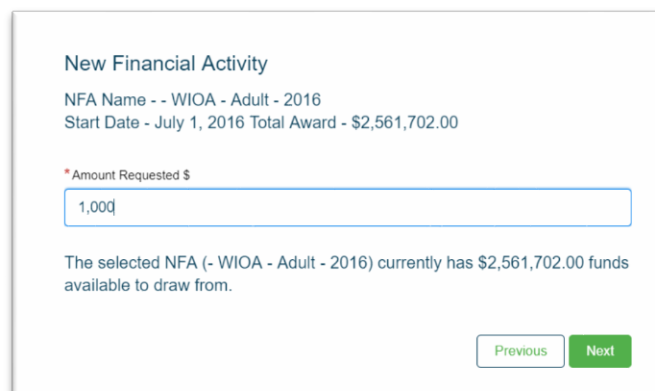
1. To request an advance, go to the NFA for which you want to create the Advance, and select the button on the top right-hand side of the screen called “New Financial Activity”.



2. A small screen will appear – select “Advance” and click “Next”.



3. Enter the amount requested. Below the Amount Requested field is a display of the Funds Available to Draw for this NFA.



- If the requested amount is more than currently available, an error message will be displayed.

New Financial Activity

NFA Name - - WIOA - Adult - 2016
 Start Date - July 1, 2016 Total Award - \$2,561,702.00

* Amount Requested \$

\$3,000,000

You may only request an Advance equal or less than the funds available to draw \$2561702.

The selected NFA (- WIOA - Adult - 2016) currently has \$2,561,702.00 funds available to draw from.

- After clicking “Next”, a new Advance record is created. The Funds Requested amount is displayed and the status is “New”. This record can be edited until it is Submitted for Approval. Click the “Edit” button to update information on the page and “Save” to save the changes.
- When the record is correct, select “Submit for Approval” to submit the Advance request to DEO for approval.

Reports My Cases


Financial Activity
FA-220331

Financial Activity Type	Notice of Fund Availability	Reporting Time Period Start	Reporting Time Period End
Advance	- WIOA - Adult - 2016	2/9/2018	2/9/2018

Financial Activity Name FA-220331 Notice of Fund Availability - WIOA - Adult - 2016 NFA ID Total Award Amount -----	<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;"> Funds Requested \$1,000.00 </div> Status New Reporting Time Period Start 2/9/2018 Reporting Time Period End -----
---	---

- A comments screen will appear where additional details can be added. Click “Submit”.
- Once submitted there will be a message at the top of the screen in green, indicating that the Advance request has been submitted.

✓ Financial Activity was submitted for approval. ✕


 Rebecca...

Reports My Cases

9. The status has now been changed to Submitted. Once DEO has approved the advance the status will be changed to Paid.
10. The financial import record at the bottom of the page will show the payment information including the warrant information.

Financial Activity
FA-220137

Financial Activity Type Advance	Notice of Fund Availability <u>40002 - WIOA - Adult - 2016</u>	Reporting Time Period Start 1/29/2018	Reporting Time Period End 2/28/2018
------------------------------------	---	--	--

Financial Activity Name FA-220137	Funds Requested \$12,345.00
Notice of Fund Availability <u>40002 - WIOA - Adult - 2016</u>	Status Paid
NFA ID 40002	Reporting Time Period Start 1/29/2018
Total Award Amount \$2,561,702.00	Reporting Time Period End 2/28/2018
Funds Available to Draw \$2,548,855.00	Requested Date 1/29/2018
	Approved Date  1/29/2018

Financial Import Transactions (1)			
FINANCIAL IMPORT TRANSAC...	WARRANT ISSUE DATE	WARRANT NUMBER	WARRANT TYPE
<u>FTR-0002723</u>	20180203	TestNum	8

3.2 Expenditure Report

1. To submit an expenditure report, go the NFA from which you want to create the Expenditure and scroll to the top right-hand side of the screen and select “New Financial Activity

 Notice of Fund Availability (NFA)
40002 - WIOA - Adult - 2016

Subrecipient LWDB TEST	Status In Progress	Grant <u>WIA17</u>	Start Date 7/1/2016	End Date 6/30/2018
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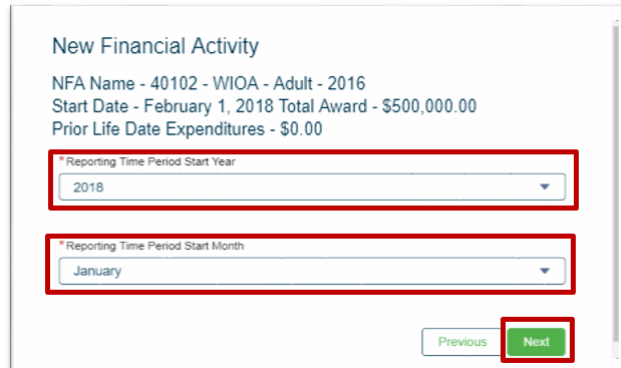
2. A small screen will appear – select “Expenditure Report” and click on “Next”.

New Financial Activity

Select Record Type

Advance
 Expenditure Report
 Program Income

- Complete the Year and Month fields and click on “Next”.



New Financial Activity

NFA Name - 40102 - WIOA - Adult - 2016
 Start Date - February 1, 2018 Total Award - \$500,000.00
 Prior Life Date Expenditures - \$0.00

* Reporting Time Period Start Year
 2018

* Reporting Time Period Start Month
 January

Previous Next

- Please note: Only one Expenditure report may be submitted for each reporting month. The system will not allow duplicate submissions. The message will advise to contact DEO to edit a previously submitted Expenditure, or to adjust the month for which the report is being created.



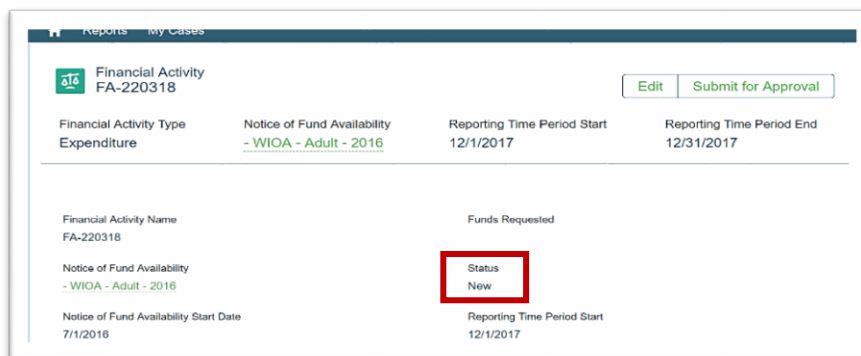
New Financial Activity

There is already an existing Expenditure Report for this time frame. If you need to adjust this existing Expenditure Report, please contact DEO.

If you have entered the wrong date please click Previous to change the date.

Previous Finish

- When creating a New Financial Activity record the status is automatically set to “New”.



Reports My Cases

Financial Activity
 FA-220318

Edit Submit for Approval

Financial Activity Type	Notice of Fund Availability	Reporting Time Period Start	Reporting Time Period End
Expenditure	- WIOA - Adult - 2016	12/1/2017	12/31/2017

Financial Activity Name FA-220318	Funds Requested
Notice of Fund Availability - WIOA - Adult - 2016	Status New
Notice of Fund Availability Start Date 7/1/2016	Reporting Time Period Start 12/1/2017

6. Scroll down to the Cost Categories section to enter the amounts for the Expenditure.
7. Please Note: The Add Up checkbox indicates if this category is an Add Up Category or not. The amounts entered in the Non-Add Up categories are not calculated in the Grant Total of the Expenditures reported.

Name	Cost Category Name	Activity	Cost Code	Add Up	Funds Expended
FACC - 417958	ADULT FUNDS USED FOR THE DLW PROGRAM		EAFD	<input type="checkbox"/>	<input type="text"/>
FACC - 417959	CAREER SERVICES		CSVS	<input checked="" type="checkbox"/>	<input type="text"/>
FACC - 417960	INCUMBENT WORKER TRAINING		IWT	<input type="checkbox"/>	<input type="text"/>
FACC - 417961	ITA-FEDERAL		ITAF	<input type="checkbox"/>	<input type="text"/>
FACC - 417953	ITA-STATE	1 OCCUPATIONAL SKILLS TRAINING	ITAS	<input type="checkbox"/>	<input type="text"/>

8. To report Funds Expended, enter the amount expended per Category in the Funds Expended column.
9. Check the box acknowledging that the reported expenditures are correct. Then click “Save”.
10. The Expenditure can be edited until the Submit for Approval button is clicked. To edit the page, select the “Edit” button on the top right side of the screen.

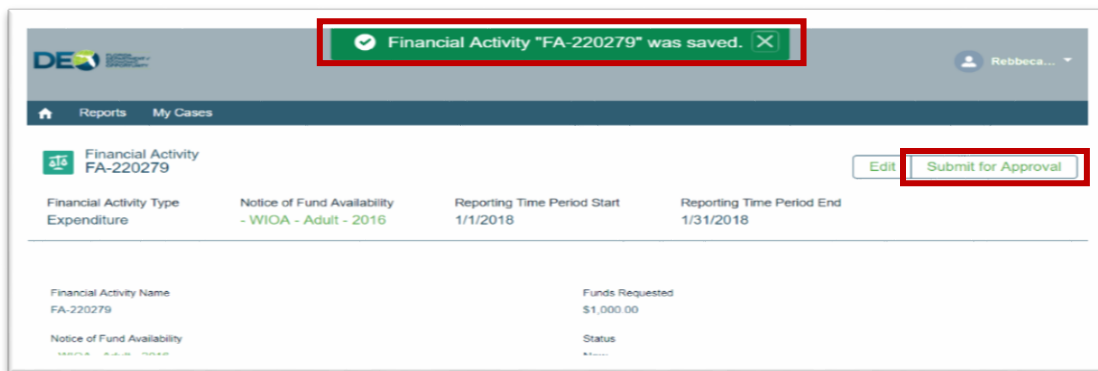


11. A smaller screen appears, and allows changes. Click “Save” to save the changes.

Edit FA-220279

Financial Activity Name FA-220279	Status New
Notice of Fund Availability 12345 - WIDA - Adult - 2018	Reporting Time Period Start 1/1/2018
Notice of Fund Availability Start Date 7/1/2018	Reporting Time Period End 1/31/2018
NFA ID	Requested Date
Total Award Amount \$2,551,702.00	Approved Date 
Prior LTD Expenditure \$0.00	Unliquidated Obligations <input type="text" value="\$0.00"/>
Funds Available to Draw \$2,550,702.00	Unliquidated Balance \$2,551,702.00

12. The following screen will display confirming the record has been saved.



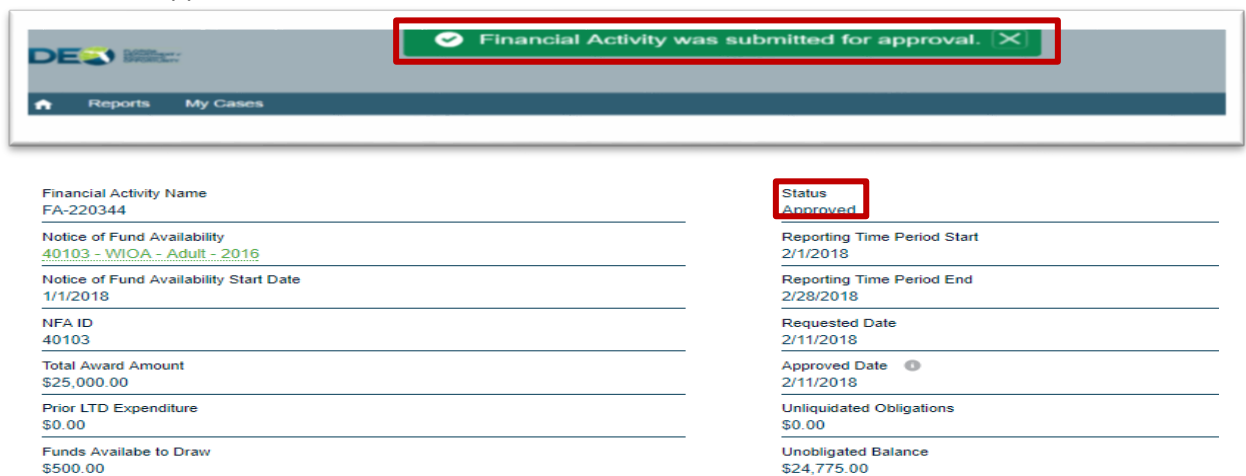
13. After editing, the status will remain “New” until the record has been submitted for approval.

14. When ready to submit, select “Submit for Approval” button. A comments screen will appear where additional details can be added. Click “Submit”.

a. Please Note: expenditures should be submitted before the 20th of every month for the month prior.

15. Once submitted there will be a message at the top of the screen in green, indicating that the expenditure report has been submitted.

16. Expenditures submitted before the 20th of the month for the prior month will be automatically marked as approved in SERA.



17. Expenditures submitted after the 20th of the month for the prior month will be sent to the Grant Manager for review.

3.3 Program Income

1. To report any Program Income, go to the NFA for which you want to submit Program Income and scroll to the top right-hand side of the screen and select “New Financial Activity

 Notice of Fund Availability (NFA)
 40002 - WIOA - Adult - 2016

Subrecipient	Status	Grant	Start Date	End Date
LWDB TEST	In Progress	WIA17	7/1/2016	6/30/2018

2. A small screen will appear – select “Program Income” and click on “Next”.

New Financial Activity

Select Record Type

Advance
 Expenditure Report
 Program Income

3. On the following screen, complete the required fields and click “Next” to continue.

New Financial Activity

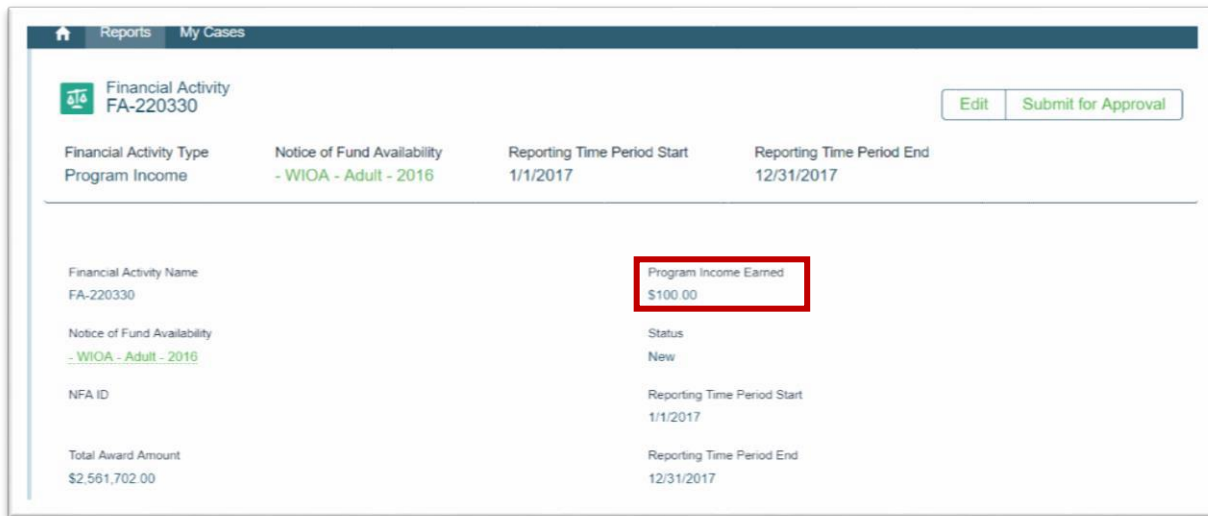
NFA Name - 40102 - WIOA - Adult - 2016
 Start Date - February 1, 2018 Total Award - \$500,000.00
 Prior Life Date Expenditures - \$0.00

* Reporting Time Period Start

* Reporting Time Period End

* Amount of Program Income Earned:

- A new record is created showing the Program Income earned.



Financial Activity FA-220330

Financial Activity Type: Program Income

Notice of Fund Availability: - WIOA - Adult - 2016

Reporting Time Period Start: 1/1/2017

Reporting Time Period End: 12/31/2017

Financial Activity Name: FA-220330

Program Income Earned: \$100.00

Notice of Fund Availability: - WIOA - Adult - 2016

Status: New

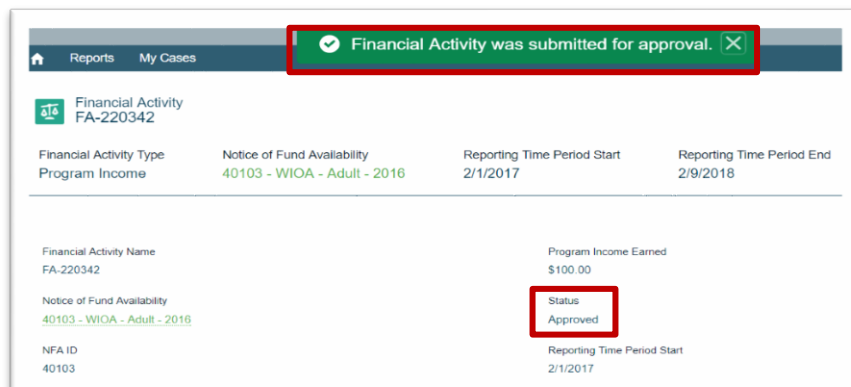
NFA ID: [Blank]

Reporting Time Period Start: 1/1/2017

Total Award Amount: \$2,561,702.00

Reporting Time Period End: 12/31/2017

- Scroll down to the Cost Categories and enter the cost category amounts of Program Income Spent. Please note: The Program Income Spent cannot not be more than the Program Income Earned.
- The Program Income record can be edited until it is submitted for approval by clicking on the “Submit for Approval” button. Program Income records will automatically be marked as approved in SERA.



Financial Activity FA-220342

Financial Activity Type: Program Income

Notice of Fund Availability: 40103 - WIOA - Adult - 2016

Reporting Time Period Start: 2/1/2017

Reporting Time Period End: 2/9/2018

Financial Activity Name: FA-220342

Program Income Earned: \$100.00

Notice of Fund Availability: 40103 - WIOA - Adult - 2016

Status: Approved

NFA ID: 40103

Reporting Time Period Start: 2/1/2017

FACC - 418530	ITA-STATE	1 OCCUPATIONAL SKILLS TRAINING	ITAS	<input type="checkbox"/>	
FACC - 418531	ITA-STATE	2 OTHER WIOA SPECIFIED TRAINING	ITAS	<input type="checkbox"/>	
FACC - 418532	ITA-STATE	3 WORK EXPERIENCE AND INTERNSHIPS	ITAS	<input type="checkbox"/>	
FACC - 418533	ITA-STATE	4 TRAINING PROGRAM MANAGEMENT	ITAS	<input type="checkbox"/>	
FACC - 418534	ITA-STATE	5 TRAINING CASE MANAGEMENT	ITAS	<input type="checkbox"/>	
FACC - 418539	IWT - EMPLOYER SHARE		IWTES	<input type="checkbox"/>	
FACC - 418540	LOCAL ADMINISTRATION		RWB AD	<input checked="" type="checkbox"/>	
FACC - 418541	PAY-FOR-PERFORMANCE CONTRACTS		PFPC	<input type="checkbox"/>	100.0
FACC - 418542	TRAINING		TRA	<input checked="" type="checkbox"/>	
FACC - 418543	TRANSITIONAL JOBS EXPERIENCE		TJE	<input type="checkbox"/>	
FACC - 418544	UNLIQUIDATED OBLIGATIONS-PAY-FOR-PERFORMANCE CONTR		UOPFPC	<input type="checkbox"/>	

4. Pending Closeout NFAs

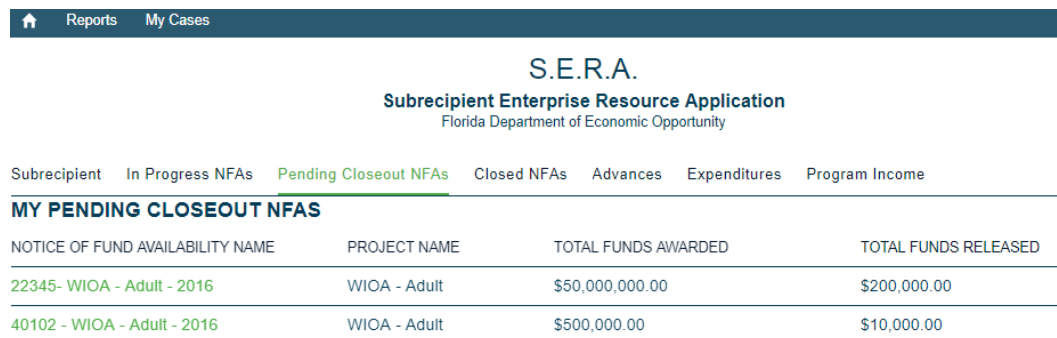
1. When an NFA is ready for closeout, the Workforce Board will get an email from DEO that the NFA is Pending Closeout.
2. If there are still funds available to draw, there are three options available to the Subrecipient:
 - Cash adjustment
 - Edit Expenditures
 - Submit a Refund to DEO

4.1 Cash Adjustments for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.



2. Click on the link to open the NFA.



The screenshot shows the S.E.R.A. Subrecipient Enterprise Resource Application interface with the 'Pending Closeout NFAs' menu item selected. Below the menu, there is a section titled 'MY PENDING CLOSEOUT NFAS' containing a table with the following data:

NOTICE OF FUND AVAILABILITY NAME	PROJECT NAME	TOTAL FUNDS AWARDED	TOTAL FUNDS RELEASED
22345- WIOA - Adult - 2016	WIOA - Adult	\$50,000,000.00	\$200,000.00
40102 - WIOA - Adult - 2016	WIOA - Adult	\$500,000.00	\$10,000.00

3. From the NFA record, click the “Closeout Agreement button.”


Notice of Fund Availability (NFA)
 22345- WIOA - Adult - 2016

[New Financial Activity](#)
[Closeout Agreement](#)

Subrecipient	Status	Grant	Start Date	End Date
LWDB TEST	Pending Closeout	WIA17	7/1/2016	6/30/2018

Notice of Fund Availability Name 22345- WIOA - Adult - 2016	Total Funds Awarded \$50,000,000.00
Subrecipient LWDB TEST	Total Funds Released \$200,000.00
Notice of Fund Availability Contact	Funds Available to Draw \$198,775.00
CFDA Number 17.258	LTD Funds Drawn ⓘ \$2.00
FAIN # AA283101655A12	LTD Funds Expended ⓘ \$0.00

4. Select the “Cash Adjustment” button and click “Next”.

Closeout Agreement

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Regional Workforce Board Name: LWDB TEST

NFA ID: 40102

Notice of Funds Available (NFA) Title: 40102 - WIOA - Adult - 2016

Notice of Funds Available Start Date: February 1, 2018

Notice of Funds Available End Date: February 1, 2019

LTD Funds Advanced: \$5,000

LTD Funds Expended: \$400

LTD Funds Balance: \$4,600

Total Program Income Earned: \$0

Total Program Income Spent: \$0

Program Income Due to DEO: \$0.00

Total Funds Awarded: \$500,000

Award Adjustments: \$-499,600

* This NFA has a positive LTD Funds Balance. How would you like to resolve the balance?

Cash Adjustment
 Edit Expenditure/s
 Refund

[Next](#)

- Select the NFAs to which the adjusted funds will be applied and click “Next”. Please note: Up to 3 NFAs can be chosen.

Closeout Agreement

Regional Workforce Board Name: Coastal Cloud TFST
LWDB TEST

NFA ID: 22345

Notice of Funds Available (NFA) Title: - WIOA - Adult - 2016

Notice of Funds Available Start Date: July 1, 2016

Notice of Funds Available End Date: June 30, 2018

LTD Funds Advanced: \$2

LTD Funds Expended: \$0

LTD Funds Balance: \$2

Total Program Income Earned: \$0

Total Program Income Spent: \$0

Program Income Due to DEO: \$0.00

Total Funds Awarded: \$50,000,000

Award Adjustments: -\$50,000,000

Which Notice of Fund Availability(s) would you like to add the cash adjustment to? (You can ONLY select up to 3 Notice of Fund Availabilities)

- WIOA - Adult - 2016; Status = In Progress

40002 - WIOA - Adult - 2016; Status = In Progress

[Next](#)

- Enter the amounts adjusted to the selected NFAs from the previous screen. Click “Next”.

Closeout Agreement

Notice of Fund Availability Name: - WIOA - Adult - 2016

End Date: June 30, 2018

Total Funds Awarded: 50,000,000

Total Funds Released: 200,000

Funds Available to Draw: 198,775

LTD Funds Balance: 2

*How much funding would you like to disperse to - WIOA - Adult - 2016?

\$198,000

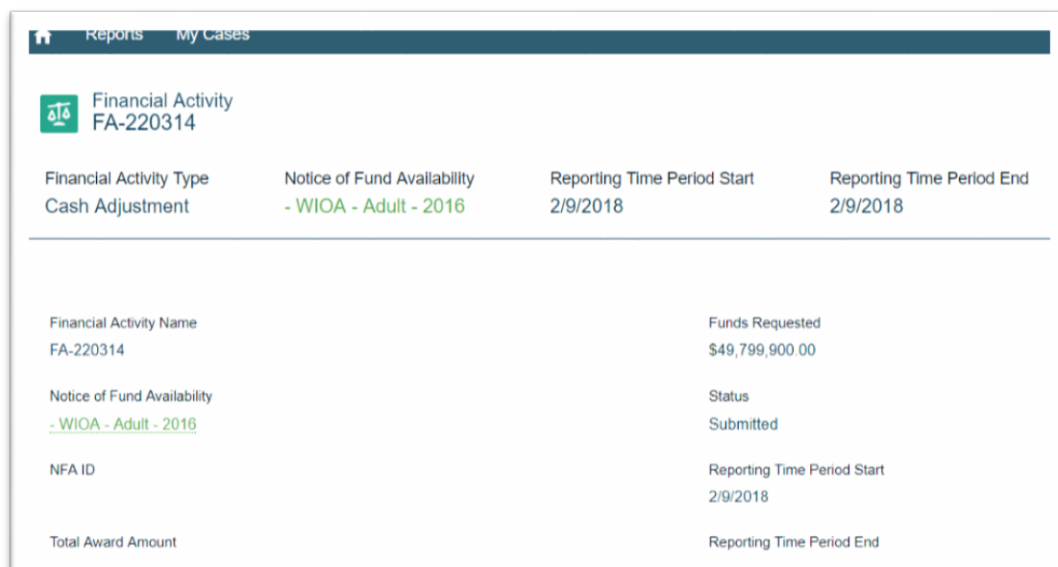
*How much funding would you like to disperse to 40002 - WIOA - Adult - 2016?

\$775

[Next](#)



- A pop-up screen will appear indicating that the cash adjustment has been submitted to DEO for approval. Click “Next”.



- The status for the Cash Adjustment Financial Activity is set to Submitted. Once DEO has approved the Cash Adjustment request, the status will update to Approved.

4.2 Edit Expenditures for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.



Reports My Cases

S.E.R.A.
Subrecipient Enterprise Resource Application
Florida Department of Economic Opportunity

Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Program Income

MY ACCOUNT

LWDB TEST
123 Main Street
Anywhere, FL 32318

2. Click the link to select the NFA.

MY PENDING CLOSEOUT NFAS

NOTICE OF FUND AVAILABILITY NAME	PROJECT NAME	TOTAL FUNDS AWARDED	TOTAL FUNDS RELEASED
22345- WIOA - Adult - 2016	WIOA - Adult	\$50,000,000.00	\$200,000.00
40102 - WIOA - Adult - 2016	WIOA - Adult	\$500,000.00	\$10,000.00

9. From the NFA record, click the “Closeout Agreement button.”



Notice of Fund Availability (NFA)
22345- WIOA - Adult - 2016

New Financial Activity **Closeout Agreement**

Subrecipient	Status	Grant	Start Date	End Date
LWDB TEST	Pending Closeout	WIA17	7/1/2016	6/30/2018

Notice of Fund Availability Name 22345- WIOA - Adult - 2016	Total Funds Awarded \$50,000,000.00
Subrecipient LWDB TEST	Total Funds Released \$200,000.00
Notice of Fund Availability Contact	Funds Available to Draw \$198,775.00
CFDA Number 17.258	LTD Funds Drawn ⓘ \$2.00
FAIN # AA283101655A12	LTD Funds Expended ⓘ \$0.00

3. Select the “Edit Expenditures” button and click “Next”. As submitted Expenditures cannot be edited in SERA, a message will advise to contact DEO to edit submitted Expenditures.

Closeout Agreement

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Regional Workforce Board Name: LWDB TEST

NFA ID: 22345
 Notice of Funds Available (NFA) Title: - WIOA - Adult - 2016
 Notice of Funds Available Start Date: July 1, 2016
 Notice of Funds Available End Date: June 30, 2018

LTD Funds Advanced: \$2
 LTD Funds Expended: \$0
 LTD Funds Balance: \$2

Total Program Income Earned: \$0
 Total Program Income Spent: \$0
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$50,000,000
 Award Adjustments: \$-50,000,000

* This NFA has a positive LTD Funds Balance. How would you like to resolve the balance?

Cash Adjustment
 Edit Expenditure/s
 Refund

4. Check the box certifying the information being provided is correct. Click “Next” to complete this action.

Closeout Agreement

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Regional Workforce Board Name: LWDB TEST

NFA ID: 22345
 Notice of Funds Available (NFA) Title: - WIOA - Adult - 2016
 Notice of Funds Available Start Date: July 1, 2016
 Notice of Funds Available End Date: June 30, 2018

LTD Funds Advanced: \$2
 LTD Funds Expended: \$0
 LTD Funds Balance: \$2

Total Program Income Earned: \$0
 Total Program Income Spent: \$0
 Program Income Due to DEO: \$0.00
 Total Funds Awarded: \$50,000,000
 Award Adjustments: \$-50,000,000

Because this NFA has a positive LTD Funds Balance you must Notify DEO that a change to existing expenditure/s is required. You MUST check the box below certifying that you agree that this is the current state of your Notice of Fund Availability.

I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are allowable and correctly reported at the cost category level. As set forth under the award and related rules and regulations, are reconciled to our official accounting records, and have been liquidated.

5. Contact DEO to discuss editing a previously submitted Expenditure.

4.3 Refund for Pending Closeout NFAs

1. View the Pending Closeout NFAs list.



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S.E.R.A.
Subrecipient Enterprise Resource Application
Florida Department of Economic Opportunity

Subrecipient In Progress NFAs **Pending Closeout NFAs** Closed NFAs Advances Expenditures Program Income

MY ACCOUNT

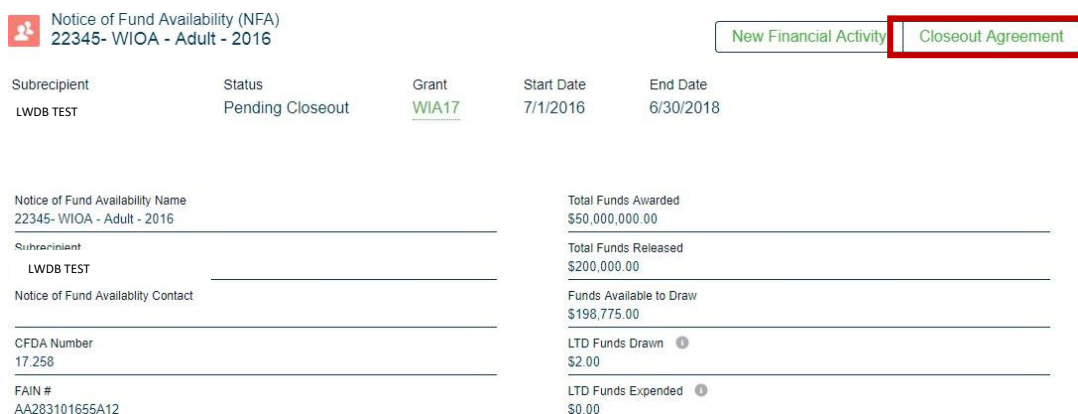
LWDB TEST
123 Main Street
Anywhere, FL 32318

2. Click the link to select the NFA.

MY PENDING CLOSEOUT NFAS

NOTICE OF FUND AVAILABILITY NAME	PROJECT NAME	TOTAL FUNDS AWARDED	TOTAL FUNDS RELEASED
22345- WIOA - Adult - 2016	WIOA - Adult	\$50,000,000.00	\$200,000.00
40102 - WIOA - Adult - 2016	WIOA - Adult	\$500,000.00	\$10,000.00

3. From the NFA record, click the “Closeout Agreement button.”



Notice of Fund Availability (NFA)
22345- WIOA - Adult - 2016

New Financial Activity **Closeout Agreement**

Subrecipient	Status	Grant	Start Date	End Date
LWDB TEST	Pending Closeout	WIA17	7/1/2016	6/30/2018

Notice of Fund Availability Name 22345- WIOA - Adult - 2016	Total Funds Awarded \$50,000,000.00
Subrecipient LWDB TEST	Total Funds Released \$200,000.00
Notice of Fund Availability Contact	Funds Available to Draw \$198,775.00
CFDA Number 17.258	LTD Funds Drawn ⓘ \$2.00
FAIN # AA283101655A12	LTD Funds Expended ⓘ \$0.00

- Select the "Refund" button and click "Next". Select the "Refund" button and click "Next". A message will advise to contact DEO to discuss issuing a Refund to DEO.

Closeout Agreement

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Regional Workforce Board Name: LWDB TEST
NFA ID: 22345
Notice of Funds Available (NFA) Title: - WIOA - Adult - 2016
Notice of Funds Available Start Date: July 1, 2016
Notice of Funds Available End Date: June 30, 2018
LTD Funds Advanced: \$2
LTD Funds Expended: \$0
LTD Funds Balance: \$2
Total Program Income Earned: \$0
Total Program Income Spent: \$0
Program Income Due to DEO: \$0.00
Total Funds Awarded: \$50,000,000
Award Adjustments: \$-50,000,000

* This NFA has a positive LTD Funds Balance. How would you like to resolve the balance?

Cash Adjustment
 Edit Expenditure/s
 Refund

- Check the box certifying the information being provided is correct. Click "Next" to complete this action.

Closeout Agreement

Department of Economic Opportunity (DEO)
Grant Close-out Summary

Regional Workforce Board Name: LWDB TEST
NFA ID: 22345
Notice of Funds Available (NFA) Title: - WIOA - Adult - 2016
Notice of Funds Available Start Date: July 1, 2016
Notice of Funds Available End Date: June 30, 2018
LTD Funds Advanced: \$2
LTD Funds Expended: \$0
LTD Funds Balance: \$2
Total Program Income Earned: \$0
Total Program Income Spent: \$0
Program Income Due to DEO: \$0.00
Total Funds Awarded: \$50,000,000
Award Adjustments: \$-50,000,000

Because this NFA has a positive LTD Funds Balance you must Notify DEO that a change to existing expenditure/s is required. You MUST check the box below certifying that you agree that this is the current state of your Notice of Fund Availability.

I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures are allowable and correctly reported at the cost category level. As set forth under the award and related rules and regulations, are reconciled to our official accounting records, and have been liquidated.

- Contact DEO to discuss submitting a Refund to DEO.

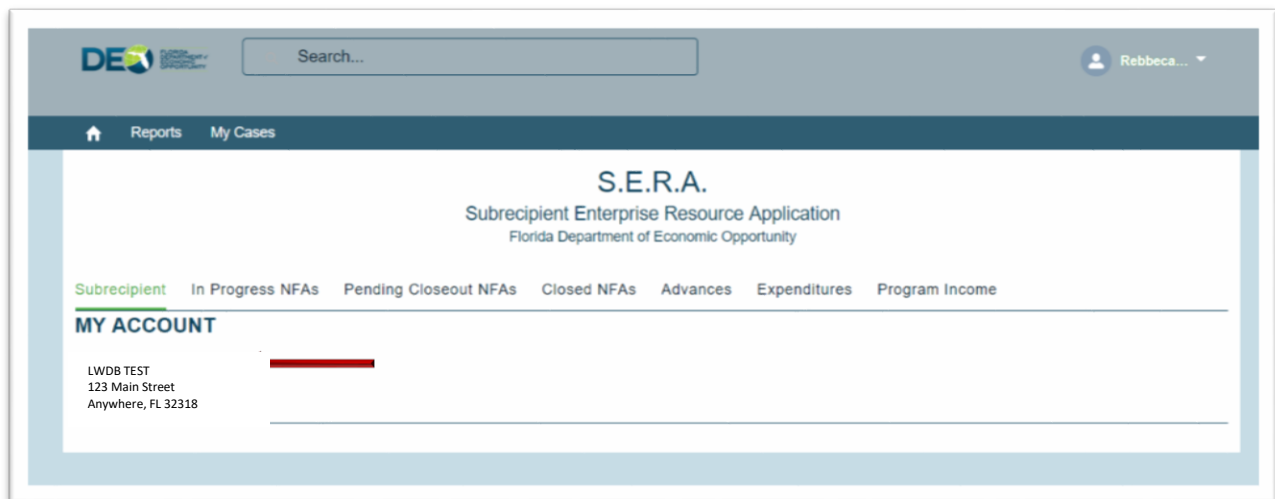
5. Reporting

There are three reports that are generated from the Subrecipient record:

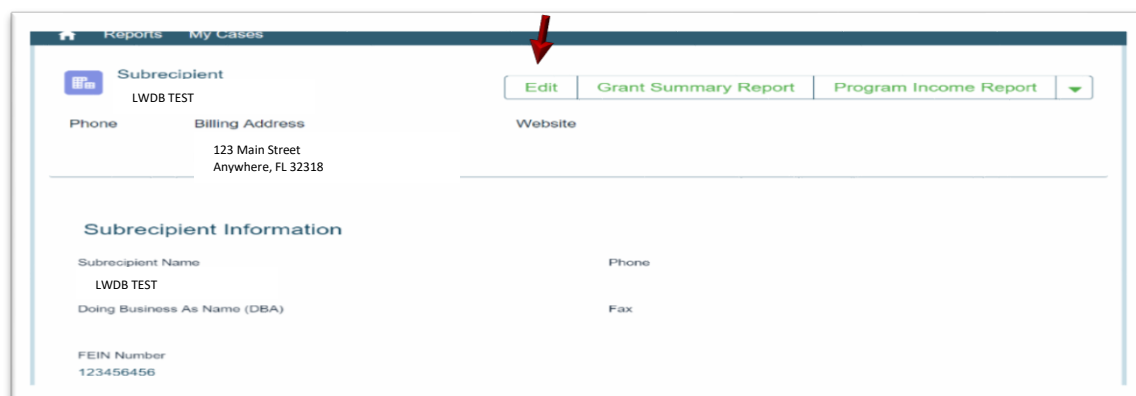
- Grant Summary Report
- Program Income Report

Reporting from the Subrecipient record.

1. To access these reports go the Home page, and select the Account.

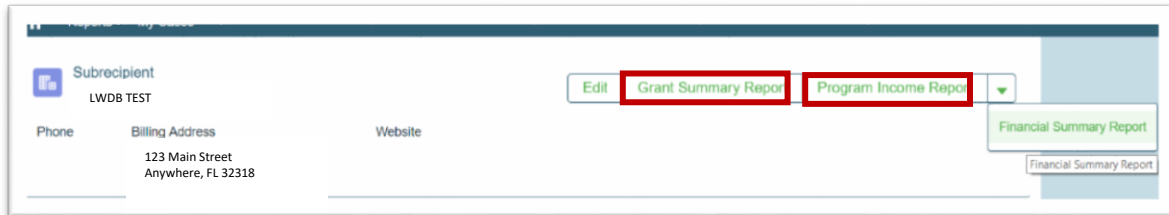


2. Click on the “Edit” button in the top right-hand corner of the Subrecipient page. Scroll to the end of the screen to update the “Report from Date” and “Report to Date” fields. Click “Save”.
3. Please note: These fields determine the data that is pulled into reports based on the dates selected.

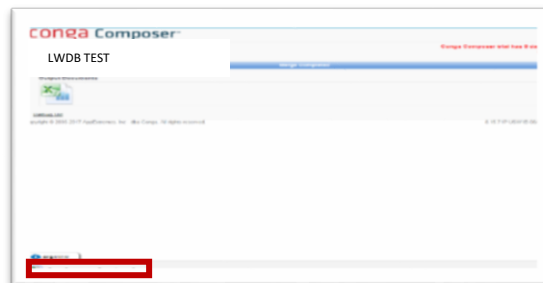


Grant Summary Report and Program Income Report

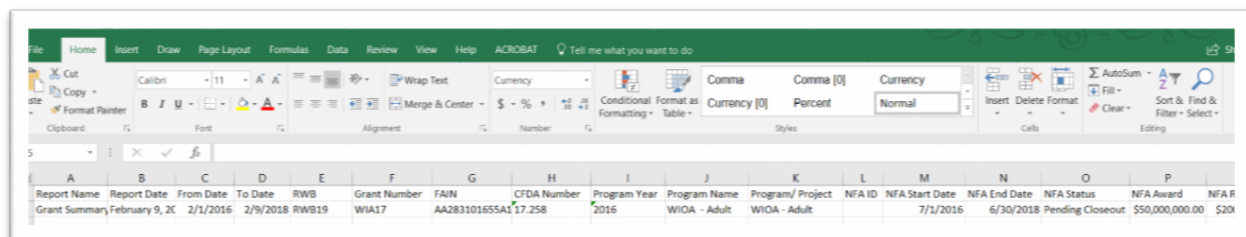
- a. Click on the button of the report to be run.



- b. A separate window will open with the Conga Composer screen. This is the tool used to generate these reports. After a few seconds an Excel file of the report chosen will download and the Excel file icon will appear at the bottom left side of the screen.



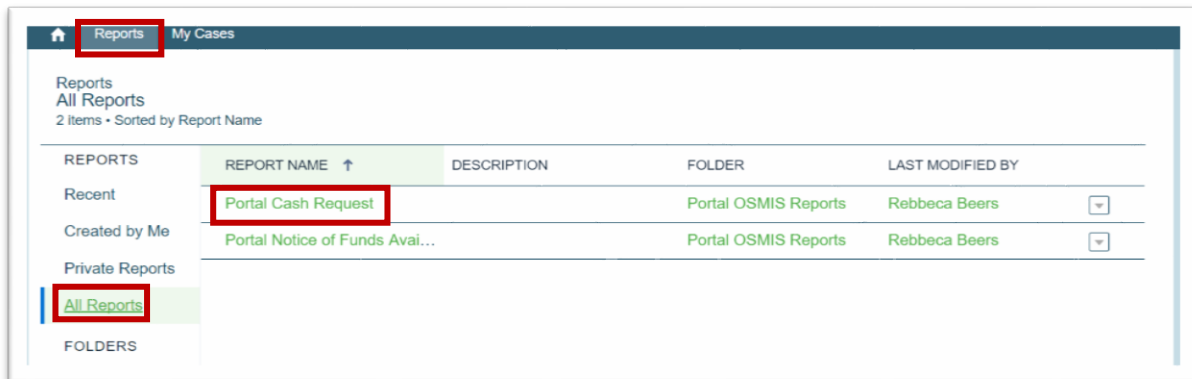
- c. Click on the Excel file to open it. The spreadsheet with similar columns to this displayed.
- d. The report can be filtered in the Excel sheet to view only the data needed.
- e. It can also download and saved as an Excel file.




Report Name	Report Date	From Date	To Date	RWB	Grant Number	FA IN	CFDA Number	Program Year	Program Name	Program/Project	NFA ID	NFA Start Date	NFA End Date	NFA Status	NFA Award	NFA R
Grant Summary	February 9, 2016	2/1/2016	2/9/2018	RWB19	WIA17	AA283101655A1	17.258	2016	WIOA - Adult	WIOA - Adult		7/1/2016	6/30/2018	Pending Closeout	\$50,000,000.00	520

Reporting from the Reports Tab

1. Select the Reports tab and click on “All Reports” to view all reports.
2. Select from the reports available to view.




3. The report will display like the one below. Please Note: clicking on the links within the report will direct access to the page.



FINANCIAL ACTIVITY NAME	GRANT NUMBER	CFDA NUMBER	PROGRAM GROUP	PROGRAM: PROGRAM NAME	PROJECT NAME	PROGRAM YEAR	NFA ID	FINANCIAL ACTIVITY TYPE	STATUS	FUNDS REQUESTED	FUNDS APPROVED
FA-220131	WIA17	17.258	WIOA	WIOA - Adult	WIOA - Adult	2016	40002	Advance	Paid	\$12,345.00	\$12,345.00
Grand Total (1 record)										\$12,345.00	\$12,345.00

6.1 Filtering Salesforce Reports

1. To filter the data, select the filter icon  and make the edits to the available filter selections. The example shown below, is changing the date filter for the records displayed. Steps to filter this report:
 - a. Click on “Created Date.”
 - b. Change the date range by clicking in the Start Date and/or End Date boxes.
 - c. Select “Done” in the window, and “Apply” to apply the changes.

Reports My Cases

REPORT Portal Cash Request

Total Records: 1 Total Funds Requested: \$12,345.00 Total Funds Approved: \$12,345.00

FINANCIAL ACTIVITY NAME	GRANT NUMBER	CFDA NUMBER	PROGRAM GROUP	PROGRAM: PROGRAM NAME	PRG NAI
FA-220137	WIA17	17.258	WIOA	WIOA - Adult	WIOA - Adult
Grand Total (1 record)					

Date: Created Date

Range: Custom

Start Date: Jan 29, 2018

End Date: Feb 2, 2018

Done

Filters

- Created Date Custom (Jan 29, 2018 - Feb 2, 2018)
- Financial Activity Type equals Advance
- NFA ID not equal to ""

6.2 Cloning Salesforce Reports

1. Select the "Clone" button.

Reports My Cases

REPORT Portal Cash Request

Total Records: 1 Total Funds Requested: \$12,345.00 Total Funds Approved: \$12,345.00

FINANCIAL ACTIVITY NAME	GRANT NUMBER	CFDA NUMBER	PROGRAM GROUP	PROGRAM: PROGRAM NAME	PROJECT NAME	PROGRAM YEAR	NFA ID	FINANCIAL ACTIVITY TYPE	STATUS	FUNDS REQUESTED	FUNDS APPROVED
FA-220137	WIA17	17.258	WIOA	WIOA - Adult	WIOA - Adult	2016	40002	Advance	Paid	\$12,345.00	\$12,345.00
Grand Total (1 record)										\$12,345.00	\$12,345.00

2. In the window that opens, rename the report and choose to make it private or public and select the Folder. Click "Create" to run the report.
3. Note: All reports created in the Portal are private to the account, so there is no need to make them Private or change the folder location.

Clone

Name

Copy of Portal Cash Request

Make Private
 Only you can find and run this report.

Make Public

Move into Folder

- The cloned copy has a few more editing features – the columns can be sorted to view data in different ways.
- Reports can be saved or exported by selecting the drop-down arrow.

REPORT
Copy of Portal Cash Request

Total Records: 1 Total Funds Requested: \$12,345.00 Total Funds Approved: \$12,345.00

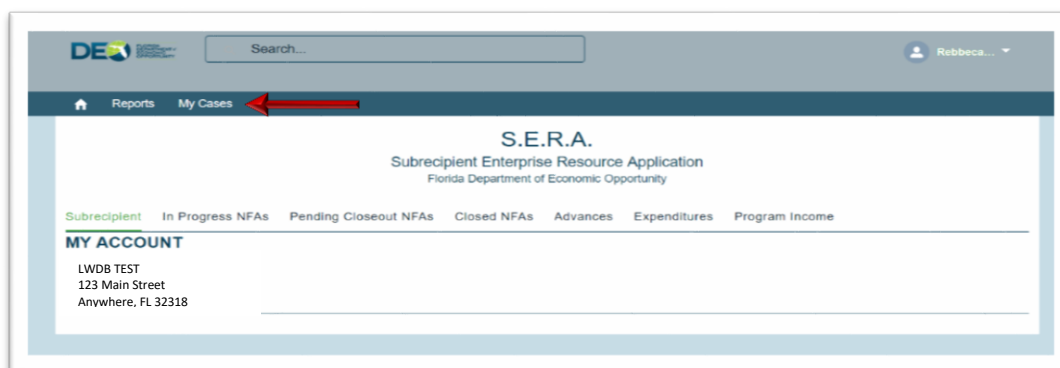
FINANCIAL ACTIVITY NAME	GRANT NUMBER	CFDA NUMBER	PROGRAM GROUP	PROGRAM PROGRAM NAME	PROJECT NAME	PROGRAM YEAR	NFA ID	FINANCIAL ACTIVITY TYPE	STATUS	FUNDS REQUESTED ↓	FUNDS APPROVED
FA-220137	WIA17	17.258	WIOA	WIOA - Adult	WIOA - Adult	2016	40002	Advance	Paid	\$12,345.00	\$12,345.00
Grand Total (1 record)										\$12,345.00	\$12,345.00

Buttons: Clone, Save, Export

7. Cases

Cases are used to track comments, issues, change requests or enhancement suggestions to the SERA system during the testing and training periods.

- To create a new case, click on “My Cases.”



DEO Search... Rebecca...

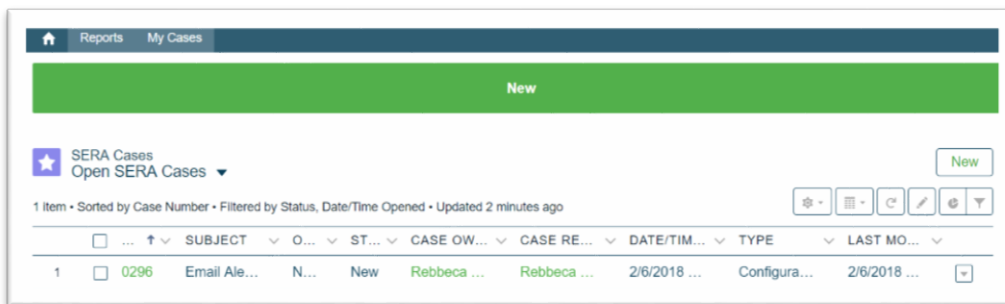
Reports My Cases

S.E.R.A.
Subrecipient Enterprise Resource Application
Florida Department of Economic Opportunity

Subrecipient In Progress NFAs Pending Closeout NFAs Closed NFAs Advances Expenditures Program Income

MY ACCOUNT
LWDB TEST
123 Main Street
Anywhere, FL 32318

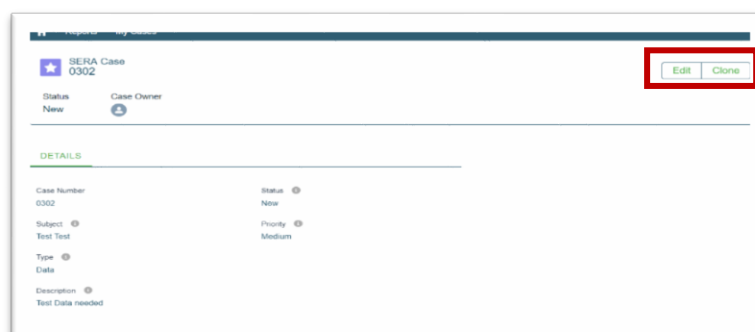
- In the next screen click on “New”.



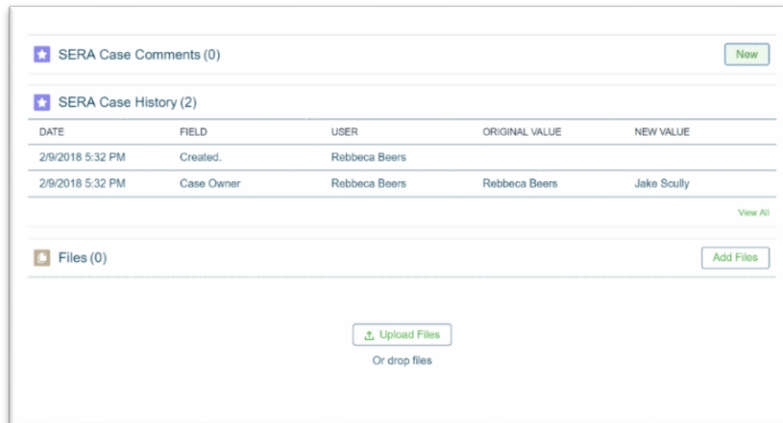
- In the next screen, enter the details of the case and click “Confirm” to submit. The case will automatically show the user as the case requestor. Cases are assigned to the DEO team by type, and will be notified that a case has been created.



- The case record is created. It can be edited or cloned by selecting either button from the page.



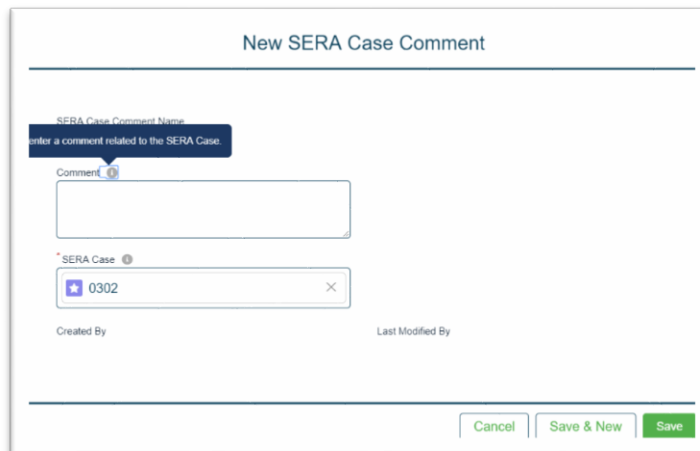
5. The following are located at the bottom of the page:
 - a. SERA Case Comments
 - b. Sera Case History
 - c. Files



6. To add a comment to the case, click on “New”. A pop-up screen appears where comments can be included on the case. Click “Save” to send the comment.

The DEO team will use the Case Comments to communicate on matters regarding the case.

Users will receive an email when Case comments are made on a Case they created.



7. To upload a file to the Case, select “Upload Files” and select the location of the file and upload it to the page. It is helpful to attach a screen shot or document of the issue when filing a Case to assist the review team in resolving the matter. Files are not required when submitting Cases.

Glossary of Terms



Naming Conventions Job Aide

This document is a guide to the naming conventions for the new SERA system and what those fields are called in the previous DEO systems.

<u>Salesforce</u>	<u>OSMIS</u>	<u>CDBG</u>	<u>eGrants</u>
Programs	Programs	Program	Programs
Grants	Projects/Grants	Grants	Grants
Contract Number	Contract Number	Contracts	Contract
Notice of Funds Availability	NFA	Contracts with FY/Grant	NFA
Subrecipients	Partners/RWB	Agencies	Agencies
Cost Categories	Cost Categories	Category	Budget Allocations
Activity	Subcategories	Activity	
Financial Activity	Cash Requests	Request for Funds (RFF)	Financial Status Report (FSR)/ Request for Payment (RFP)
NFA Cost Categories	Cost Category Disbursements	Category	Budget Allocations
Program Data	N/A	Program Data	Program Data
Client Level Data	N/A	Beneficiaries	Beneficiaries