Florida PALM

Planning, Accounting, and Ledger Management

Transforming the Future Together

Florida PALM

Planning, Accounting, and Ledger Management

Segment I Design Workshops

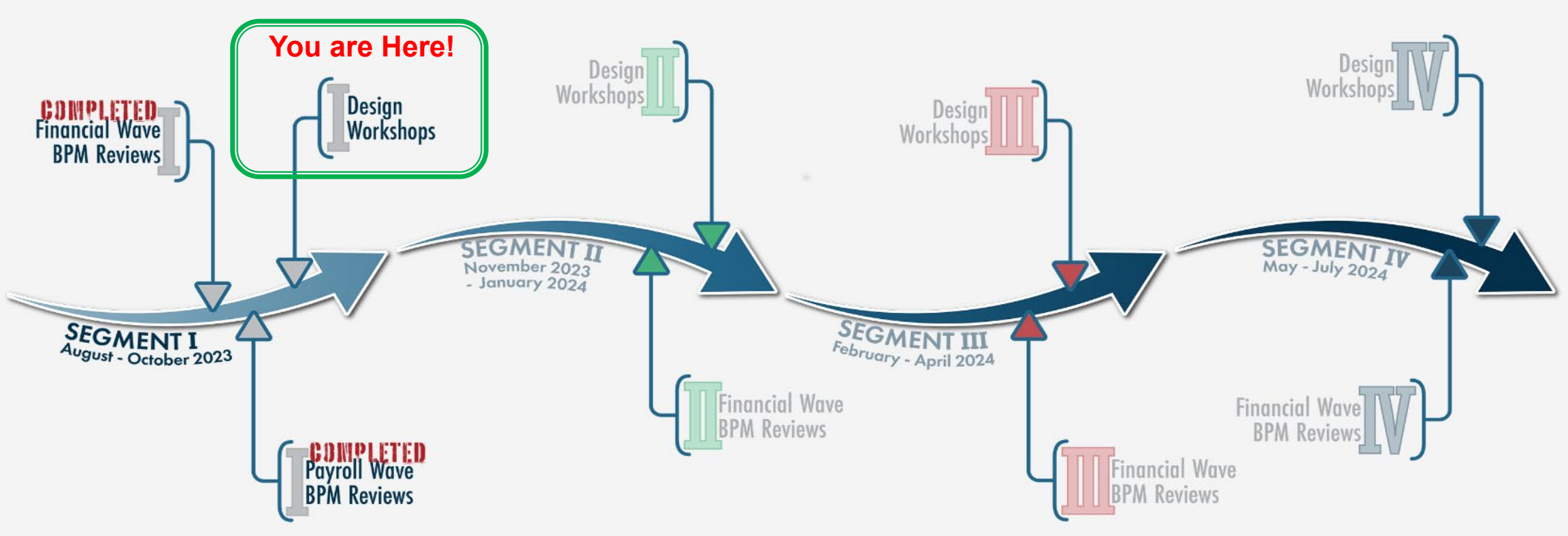
October 3, 2023

Florida PALM
Planning, Accounting, and Ledger Management

Solution Design Workshops
Agenda

- Welcome and Introductions
  - Housekeeping
- Design Phase Overview
- Process Groupings Overview
  - Set Up and Maintain Chart of Accounts Business Process
  - Enter and Process Budget Journals Business Process
- Wrap Up

Design Phase Overview



PALMcast

For more information, listen to Episode #11: The Design Phase

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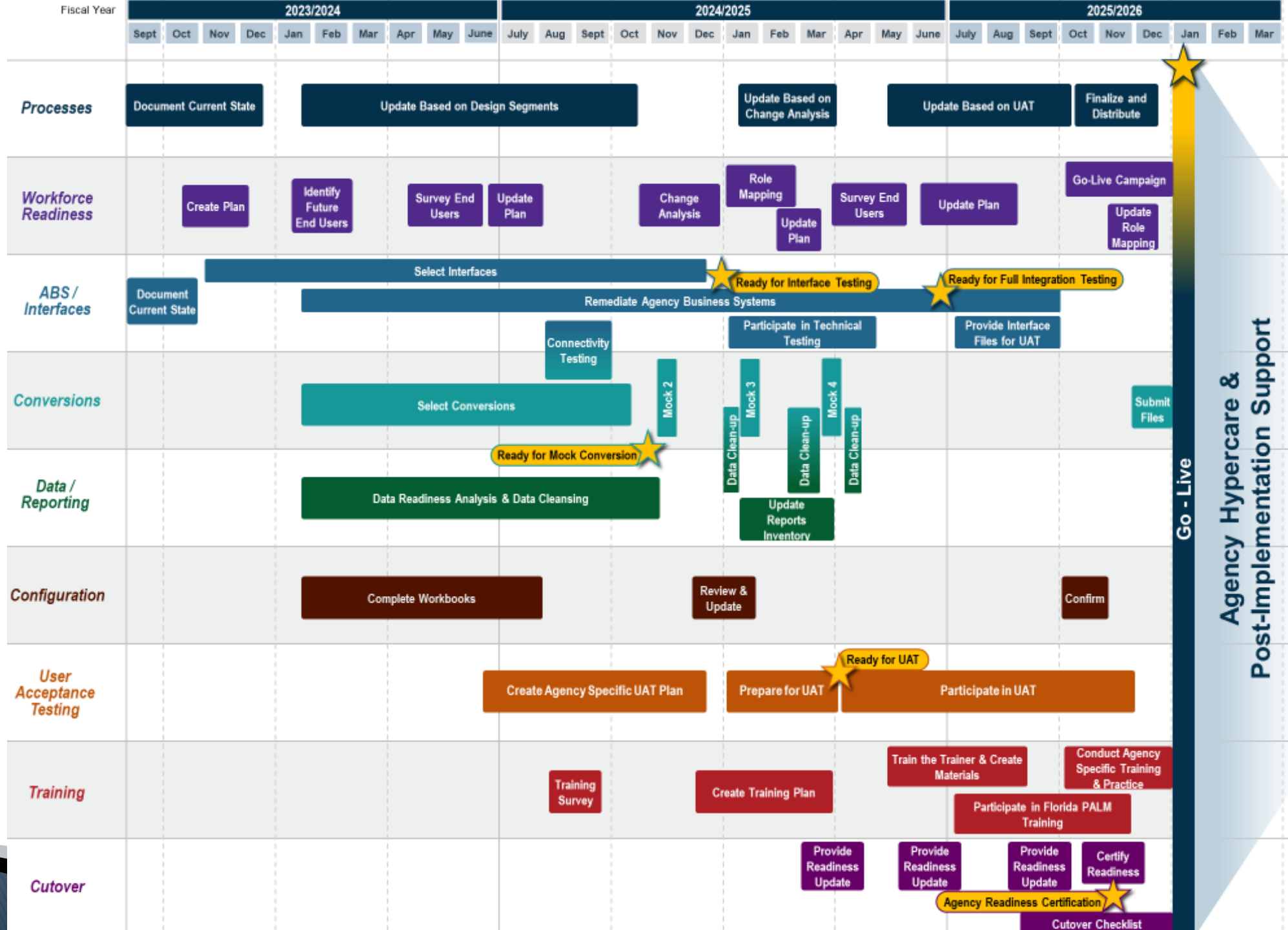
Agency Implementation Roadmap



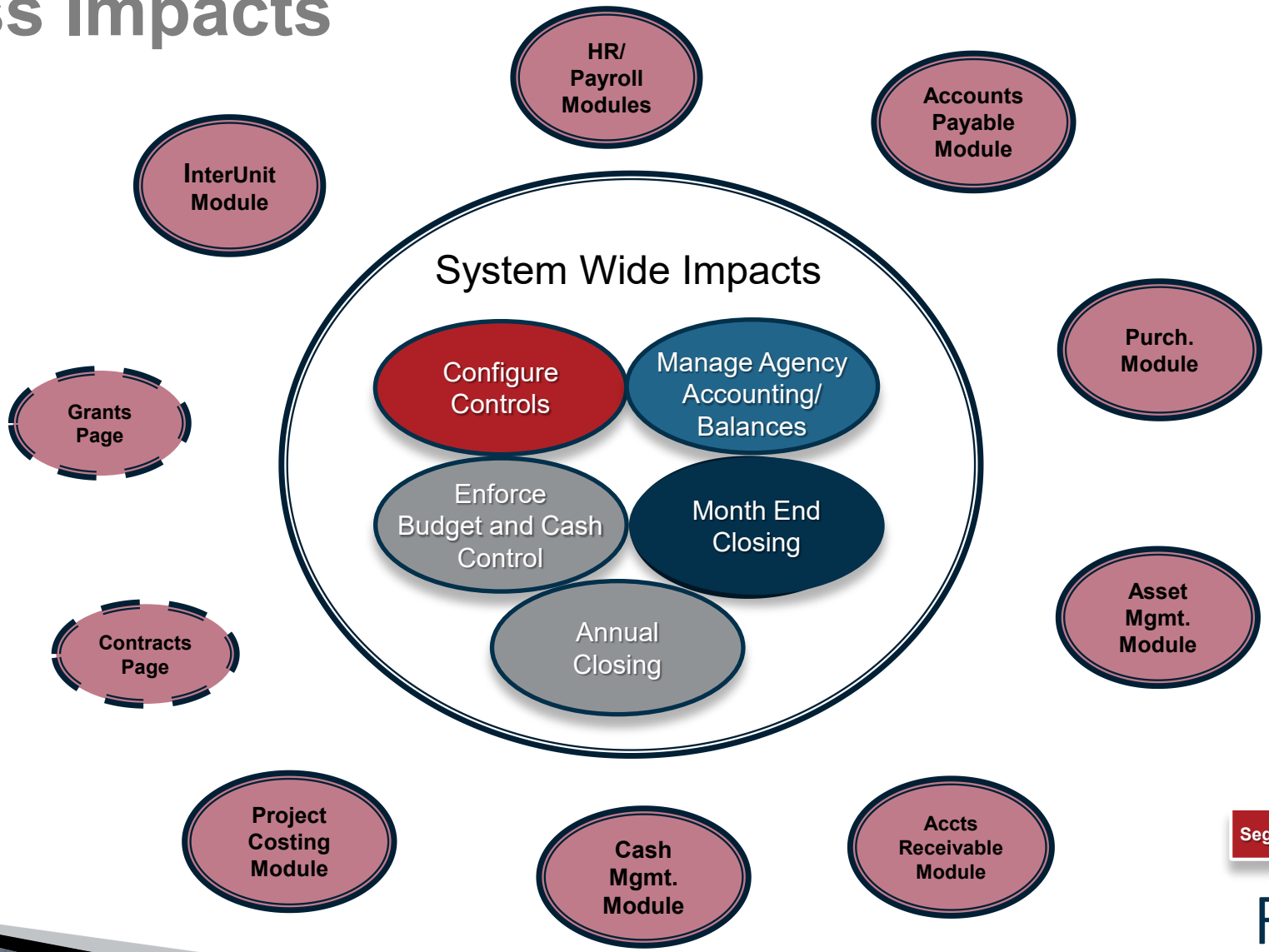
Process Groupings Overview

Account Management and Financial Reporting

Budget Management and Cash Control

Process Groupings Overview

Process Impacts



Segment 1 | Segment 2 | Segment 3 | Segment 4

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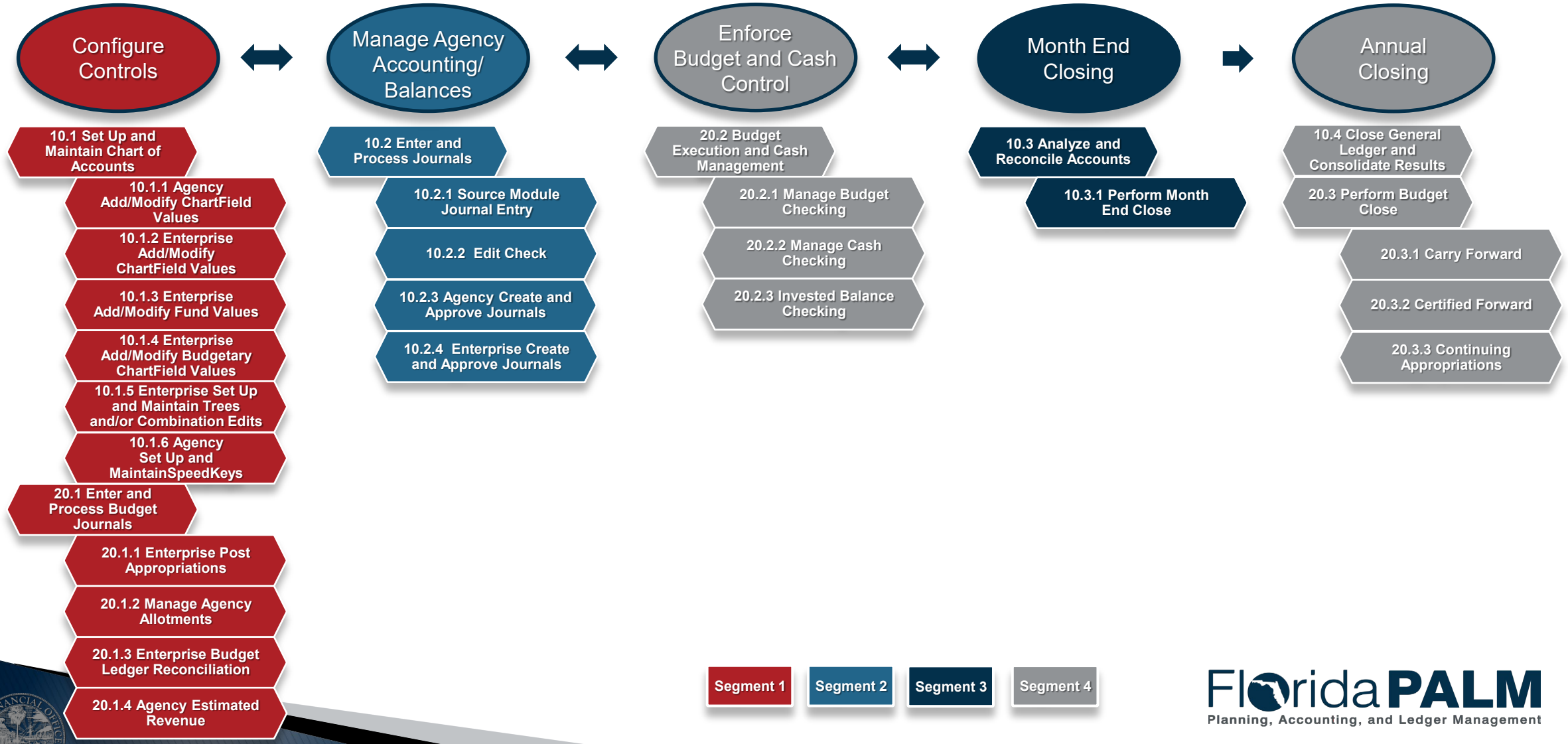
Process Groupings Overview

Process Impacts



Florida PALM
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Process Groupings Overview

Agenda

- 10.1 Setup and Maintain Chart of Accounts
  - Chart of Accounts Overview
  - Business Process – Setup Chart of Accounts
  - Interfaces/Reports
  - Demo – ChartField Structure Request
  - Agency Configurations

- 20.1 Enter and Process Budget Journals
  - Budget Journals Overview
  - Business Process – Establish Budget Journals
  - Interfaces/Reports
  - Demo – Manage Agency Allotments
  - Conversions

Set Up and Maintain Chart of Accounts

COA Overview

Chart of Accounts Overview

Terminology

- ChartField Structure Request
- Fund Questionnaire
- Workflow
- Budgetary, Transactional, and Control
- Attributes
- Trees
- ChartField Combination Edits
- SpeedKeys

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- Chart of Accounts Design
  - ChartField Structure
  - ChartField Details

Chart of Accounts Overview

ChartField Value Review

Florida PALM ChartFields	
GL Business Unit	Other Accumulator 2 (OA2)
Budget Entity	Grant* (Segment 2)
Category	Contract* (Segment 2)
State Program	Project* (Segment 4)
Fund	Activity*
Account	PC Source Type*
Organization	PC Project Category*
Other Accumulator 1 (OA1)	PC Subcategory*

*ChartField values set up and configured differently

Set Up and Maintain Chart of Accounts

Business Process

Business Process

Set Up and Maintain Chart of Accounts

- 10.1.1 Agency Add or Modify ChartField Values
  - Agencies will determine the need for agency specific ChartField values and initiate the process to add or modify the value within the agency. This includes creation and maintenance of the Budgetary Value Combination Edit.

- 10.1.2 Enterprise Add or Modify ChartField Values
  - The Department of Financial Services (DFS) maintains statewide ChartField values (e.g., new funds or budget entities) and related configurations including attributes, trees, and combination edits. DFS may also initiate the add/update of ChartField values. Agencies may request the configuration of statewide values which will be reviewed by DFS and configured if approved.

Business Process

Set Up and Maintain Chart of Accounts

- 10.1.3 Enterprise Add or Modify Fund Values
  - Funds are authorized by law and may have one or many transactional funds depending on agency operational and reporting needs. Agencies can request DFS to configure transactional funds for agency business operations.

- 10.1.4 Enterprise Add or Modify Budgetary ChartField Values
  - Budgetary values are received from LAS/PBS on an ongoing basis. Florida PALM ChartFields for budgetary values are only added upon receipt of values from LAS/PBS. Agency users have access to review and confirm that all needed ChartField values are active for the new fiscal year.

Business Process

Set Up and Maintain Chart of Accounts

- 10.1.5 Enterprise Set Up and Maintain Trees/Combination Edits
  - DFS maintains Trees and ChartField Combination Edits for statewide use in recording and reporting within Florida PALM.

- 10.1.6 Agency Set Up and Maintain SpeedKeys
  - Agencies can add SpeedKey values based upon internal needs. These are preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry.

INTERFACES AND REPORTS

CHART OF ACCOUNTS

Interfaces and Reports

Set Up and Maintain Chart of Accounts

Interface Catalog

Interface Catalog

An Interface Catalog is being provided to identify the interfaces that will be available for the Florida PALM transition. These interface offerings may evolve as agencies provide feedback to the Project Team. NOTE: *This catalog includes details for interfaces available today (CMS Wave) as well as interfaces planned for Financials and Payroll Waves. Layouts and sample data will be added to planned interfaces in the coming months.*

Interface Catalog Change Log

Conversions Catalog

Conversions Catalog

A Conversions Catalog is being provided to identify the conversions that will be available for the Florida PALM transition. The catalog will serve as a reference of available conversions for business systems to convert data into Florida PALM for tracking and recording purposes. These conversion offerings may evolve as agencies provide feedback to the Project Team. NOTE: *This catalog includes a limited amount of detail for conversions planned for Financials and Payroll Waves. In addition to adding more conversions, layouts and sample data will be added to planned conversions in the coming months.*

Conversions Catalog Change Log

Reports Catalog

Reports Catalog

The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.

Overview

Overview provides guidance for using the Reports Catalog.

Interfaces and Reports

Set Up and Maintain Chart of Accounts

- Interfaces
  - GLI001 – Outbound ChartField Values
  - GLI004 – Inbound Budgetary Code Values
  - GLI017 – Outbound ChartField Combination Extract
  - GLI039 – Inbound ChartField Mass Spreadsheet Upload

- Reports
  - GLR091 – ChartField Value Report
  - GLR137 – ChartField Request Pending My Approval (WorkCenter)

CHARTFIELD STRUCTURE REQUEST

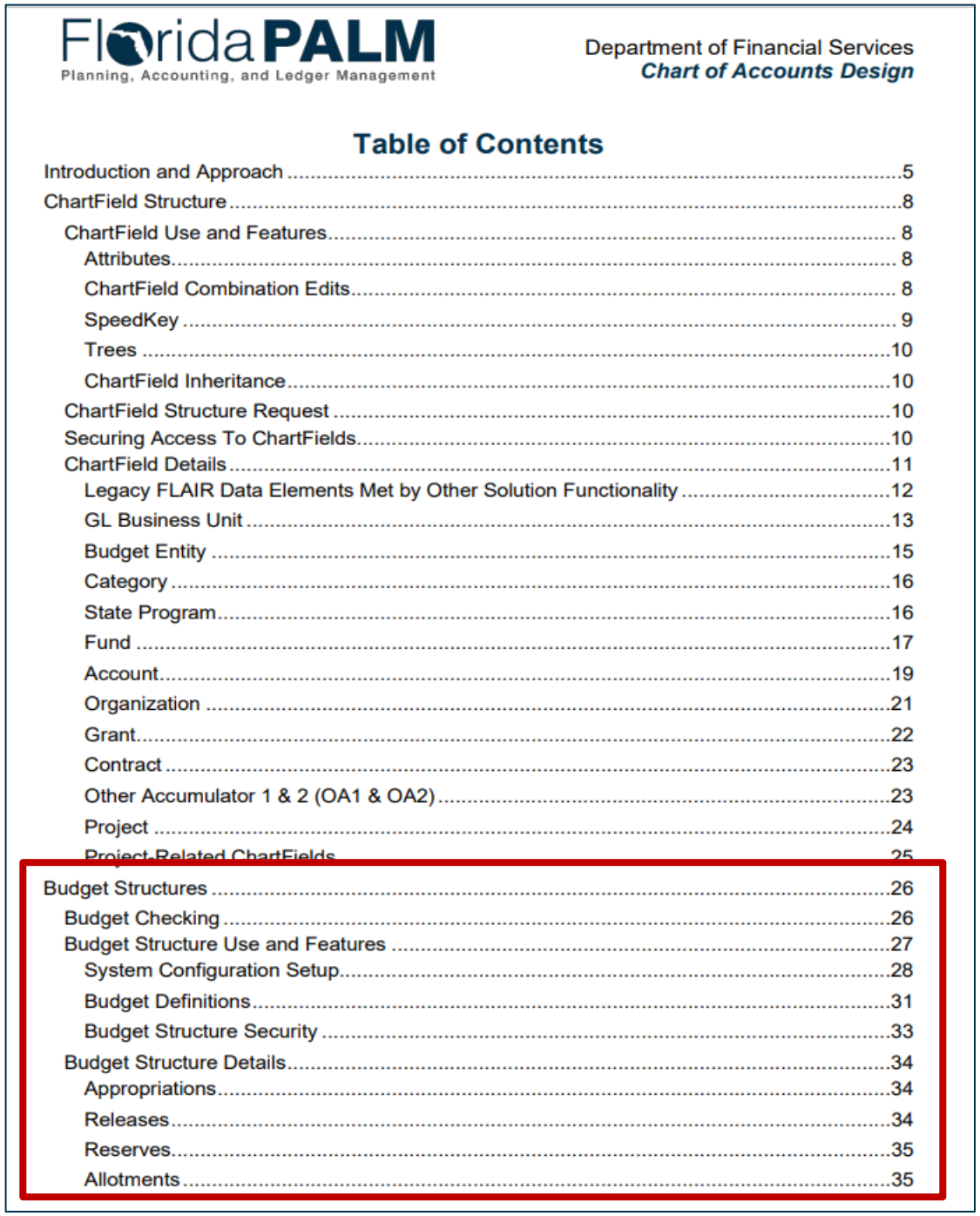
DEMO

AGENCY CONFIGURATION WORKBOOK

CHART OF ACCOUNTS

Enter and Process Budget Journals

Budget journals Overview



Florida PALM
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Department of Financial Services
Chart of Accounts Design

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- Chart of Accounts Design
  - Budget Structures
  - Budget Structure Details

Florida PALM
Planning, Accounting, and Ledger Management

Budget Journals Overview

Commitment Control (KK Ledger) Overview

- Commitment Control Ledgers (KK) are tightly integrated with the General Ledger but is used for budgetary control. Commitment Control is the structure and rules setup that defines the budget and cash checking process. KK Ledgers enable budget rules to control and track budget, cash, expenses, and revenues.
- Commitment Control Ledgers maintain appropriations, releases, reserves, and Fund cash by which budgetary and financial controls will be managed and financial transactions tracked and recorded.

Budget Journals Overview

Terminology

- Budget Structures
- Florida PALM Ledgers
- Ledger Groups
- Detail Ledgers
- Budget Journal
- Budget Period
- Budget Date

Budget Journals Overview

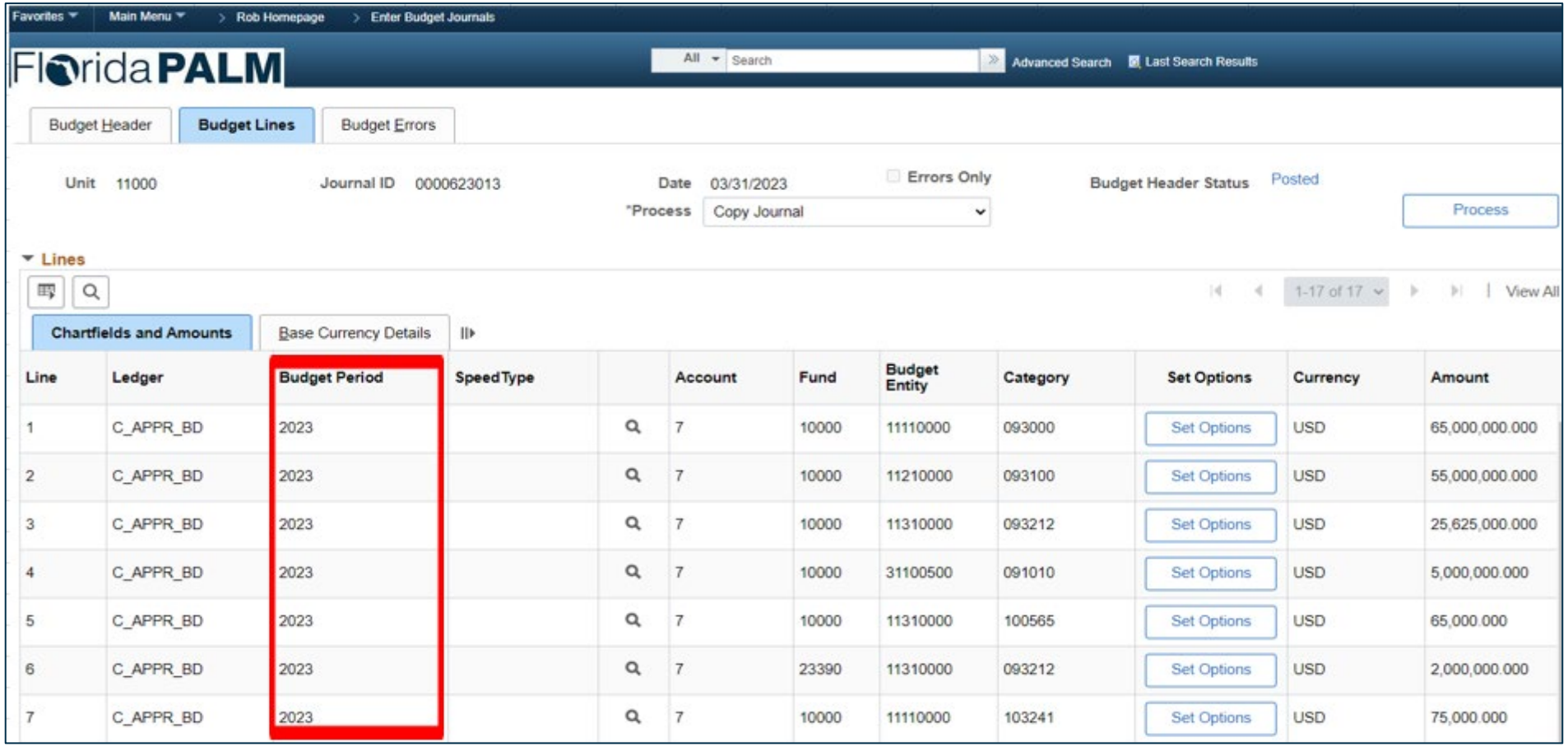
Florida PALM Ledgers

- Appropriations (CC_APPROP)
- Releases (CC_RELEASE)
- Reserves (CC_RESERVE)
- Allotments (CC_ALLOT)
- Projects (CC_PROJ)
- Cash (CC_CASH)
- Investments (CC_INVEST)
- Revenue (CC_REVENUE)

Budget Journals Overview

Commitment Control Date Concepts – Budget Period

- *Example of Budget Period field on Budget Journal line:*

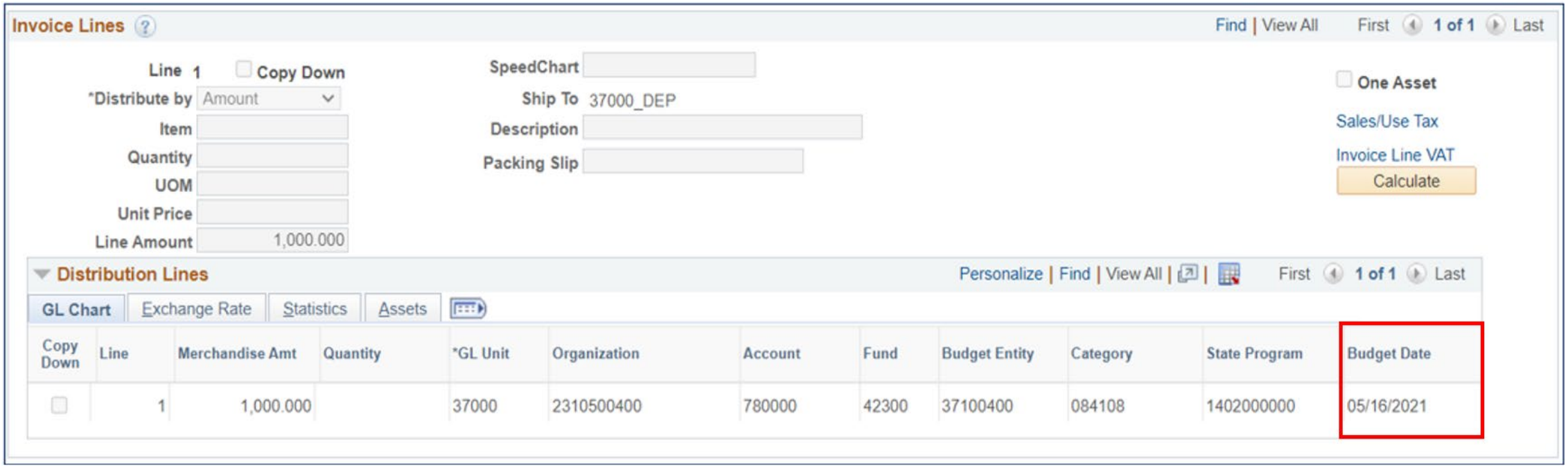


Line	Ledger	Budget Period	SpeedType		Account	Fund	Budget Entity	Category	Set Options	Currency	Amount
1	C_APPR_BD	2023			7	10000	11110000	093000	Set Options	USD	65,000,000.000
2	C_APPR_BD	2023			7	10000	11210000	093100	Set Options	USD	55,000,000.000
3	C_APPR_BD	2023			7	10000	11310000	093212	Set Options	USD	25,625,000.000
4	C_APPR_BD	2023			7	10000	31100500	091010	Set Options	USD	5,000,000.000
5	C_APPR_BD	2023			7	10000	11310000	100565	Set Options	USD	65,000.000
6	C_APPR_BD	2023			7	23390	11310000	093212	Set Options	USD	2,000,000.000
7	C_APPR_BD	2023			7	10000	11110000	103241	Set Options	USD	75,000.000

Budget Journals Overview

Commitment Control Date Concepts – Budget Date

- *Example of Budget Date field on ADD Voucher line:*



Enter and Process Budget Journals

Business Process

Business Process

Enter and Process Budget Journals

- 20.1.1 Enterprise Post Appropriations
  - Florida PALM will receive statewide appropriations from the Executive Office of the Governor/Office of Policy and Budget (EOG/OPB) who develops and publishes appropriations on an annual basis in the LAS/PBS.

- 20.1.2 Manage Agency Allotments
  - Agencies are notified that GAA/Adjusted Appropriations are posted in Florida PALM. Agencies create budget allotments of their appropriations to support budget management methods.

Business Process

Enter and Process Budget Journals

- 20.1.3 Enterprise Budget Ledger Reconciliation
  - It is essential for Florida PALM and LAS/PBS budget ledgers to be reconciled daily throughout the FY to ensure budget ledgers remain balanced.

- 20.1.4 Agency Estimated Revenue
  - Revenue estimates are an important tool for planning purposes to ensure that agencies have adequate resources to support the agency's core mission.

INTERFACES AND REPORTS

BUDGET JOURNALS OVERVIEW

Interfaces and Reports
Budget Journals Overview

Interface Catalog

Interface Catalog	An Interface Catalog is being provided to identify the interfaces that will be available for the Florida PALM transition. These interface offerings may evolve as agencies provide feedback to the Project Team. NOTE: *This catalog includes details for interfaces available today (CMS Wave) as well as interfaces planned for Financials and Payroll Waves. Layouts and sample data will be added to planned interfaces in the coming months.*
Interface Catalog Change Log	

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Conversions Catalog Change Log	

Reports Catalog

Reports Catalog	The Reports Catalog is a resource for users to identify and understand the planned reports for Florida PALM. The Catalog identifies reports implemented as part of CMS Wave and reports planned for Financials Wave. Additional reports and samples will be added as design activities are completed.
Overview	Overview provides guidance for using the Reports Catalog.

Interfaces and Reports

Budget Journals Overview

- Interfaces
  - KKI001 – Inbound Budget Journal
  - KKI002 – Inbound Appropriation Budget Ledger Reconciliation
  - KKI009 – Outbound Budget Detail Extract
  - KKI012 – Inbound Budget Journal Spreadsheet Upload

- Reports
  - KKR019 – Budget Detail Activity Report
  - KKR022 – Appropriations Budget Ledger Balances Reconciliation Report

MANAGE AGENCY ALLOTMENTS

DEMO

CONVERSIONS

APPROPRIATIONS & ALLOTMENTS

Wrap Up

Agency Data Activities

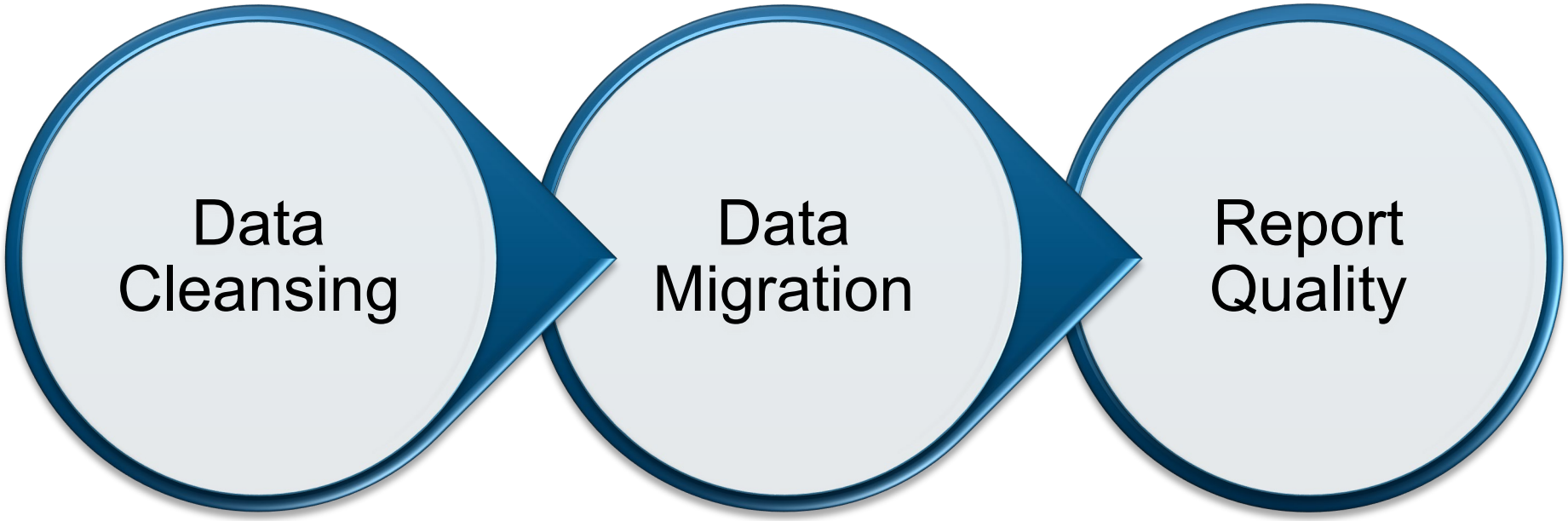
- Information from business systems needed to transact going forward will be converted using **Conversion Files**
  - Examples:
    - Opening Balances for the General Ledger
    - Suppliers & Employees
    - Subsidiary Records (Detail Ledgers)
  - Sources:
    - From FLAIR (Managed by Project)
    - From Agency Business Systems (Provided by Agencies)

- System values and agency specific titles are configured based on information collected in **Configuration Workbooks**
  - Examples:
    - Transaction Statuses
    - Agency Budget Entities
  - Types:
    - General/System Values (Managed by Project)
    - Agency Specific Values (Provided by Agencies)

Conversions

Configurations

Agency Data Activities

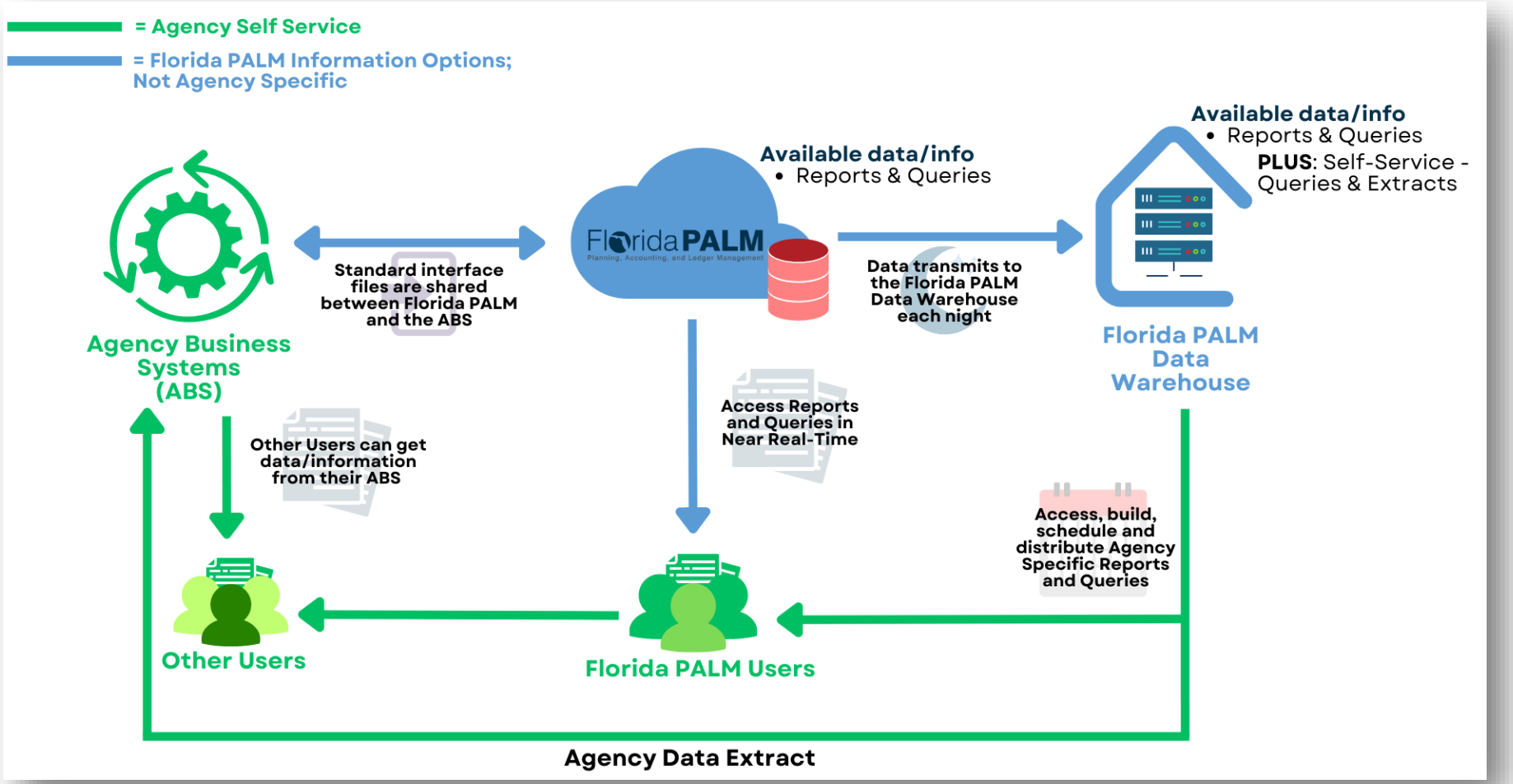


- Current State

- Configurations
- Conversions

- Reliable
- Useful

Data Availability



Key Things to Know - Interfaces

- Support integration between agency business systems and Florida PALM
  - Configuration Values (e.g., COA, SpeedKey)
  - Module Specific Setup (e.g., Assets, Customers, Suppliers)
  - Transactional (e.g., payments, deposits)
- Not intended to replicate current FLAIR interfaces (e.g., TR2 daily transaction file)
- Standard Pipe Delimited File Format (with some exceptions)
- Interface files exchanged via MFT
- Processed according to batch schedule
- Web service usage very limited for Financials Wave (only where needed to support enterprise business integrations) and where it makes business and technical sense
- Layouts and sample data will be published to Interface Catalog at the conclusion of each Design Segment

Picking the Right Interface

- How should we choose the right interface layout and approach?
  1. Analyze and document current agency business systems and their interactions with FLAIR (e.g., batch file load, scripting)
  2. Participate in the Design Workshops to understand how future-state processes will work, the available interfaces, and the intended use
  3. Collaborate with functional and technical SMEs and select the Florida PALM interface(s) to support business system transactional processing
  4. Plan to develop agency-unique extracts using the Florida PALM Data Warehouse for data needs that cannot be met with standard interfaces

Design Workshops

Business Process Groupings	Business Processes	Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Account Management and Financial Reporting [1]	**10.1** Set Up and Maintain Chart of Accounts	X			
	10.2 Enter and Process Journals		X		
	10.3 Analyze and Reconcile Accounts			X	
	10.4 Close General Ledger and Consolidate Results				X
Budget Management and Cash Control [1]	**20.1** Enter and Process Budget Journals	X			
	20.2 Budget Execution and Management				X
	20.3 Perform Budget Close				X
Disbursements Management	**30.1** Set Up and Maintain Suppliers			X	
	30.2 Establish and Maintain Encumbrances		X		
	30.3 Enter and Process Vouchers	X			
	30.4 Process Payments		X		
	30.5 Manage Payments			X	
	30.6 Manage Tax Reporting [2]				X
	30.7 Manage Accounts Payable Reporting				X

[1] Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

[2] Enterprise Business Process

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Design Workshops

Business Process Groupings	Business Processes	Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Asset Accounting and Management	**40.1** Acquire and Set Up Assets		X		
	40.2 Deploy and Maintain Assets			X	
	40.3 Set Up and Maintain Asset Controls		X		
	40.4 Asset Management Period Close				X
Revenue Accounting	**50.1** Set Up and Maintain Customer			X	
Accounts Receivables	**60.1** Enter and Maintain Receivables			X	
	60.2 Deposit and Apply Receipts		X		
	60.2.2 AR Deposits			X	
Banking	**70.1** Manage Banking Relationships				X
	70.2 Manage and Reconcile Bank Statements [2]				X
	70.4 Process Bank Cash Transfers [2]				X
	70.5 Reconcile Book to Bank Balances [2]				X

[1] Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings
[2] Enterprise Business Process

Design Workshops

Business Process Groupings	Business Processes	Segment I September - October 2023	Segment II December 2023 - January 2024	Segment III March - April 2024	Segment IV June - July 2024
Projects Management	**90.1** Create and Maintain Projects				X
Grants Management	**90.2** Create and Maintain Grants		X		
	90.2.4 Monitor CMIA			X	
Contracts Management	**90.3** Create and Maintain Contracts		X		
Payroll Management	**100.1** Set Up and Maintain Positions				X
	100.2 Set Up and Maintain Employees				X
	100.3 On Cycle Payroll Run				X
	100.4 Off Cycle Payroll Run				X
	100.5 Ad Hoc Payroll				X
	100.6 Payroll Adjustments				X
	100.7 Payroll Accounting Distributions				X
	100.8 End of Period Processing				X
Inter/IntraUnit Transactions [1]	**110.1** Inter/IntraUnit Transaction Processing				X
System Access and Controls	**120.1** Interface Error Handling Process		X		

[1] Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

[2] Enterprise Business Process

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